



A Guide to

DOING BUSINESS WITH THE DEPARTMENT OF STATE



YEAR 2000

UNIV. OF FL LIB.
DOCUMENTS DEPT.

MAR 13 2000

U.S. DEPOSITORY

DEPARTMENT OF STATE PUBLICATION 10675
Bureau of Administration
Office of Small and Disadvantaged Business Utilization

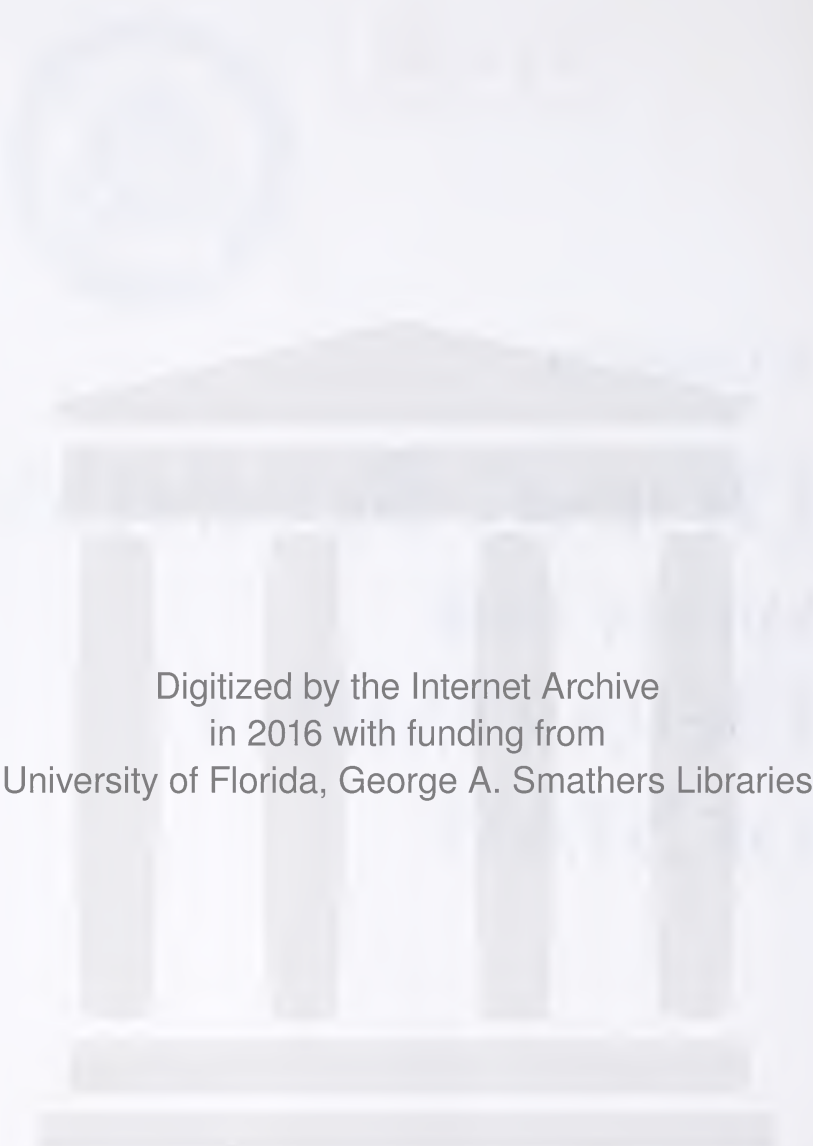
Revised February 2000



A Guide to

DOING BUSINESS WITH THE DEPARTMENT OF STATE

February 2000



Digitized by the Internet Archive
in 2016 with funding from
University of Florida, George A. Smathers Libraries

Introduction

A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections:

Section A (1) summarizes the Department's procurement program; (2) describes the Department's acquisition under the Diplomatic Security Act; and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts.

Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, and (2) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU).

Section C lists subcontracting opportunities available through the Department's larger prime contractors.

Section D lists contacts for trade and investment-related issues.

Section E lists other Department of State and other government publications and subscriptions that may be of interest to the reader.

A Guide to Doing Business With the Department of State is also available on Internet. The WEB address is <http://www.state.gov> (Go to State Department Administration).

Dept. of State acquisition home page is <http://www.statebuy.gov/home.htm>

International Affairs Mission Statement

The purpose of United States foreign policy is to create a more secure, prosperous, and democratic world for the benefit of the American people. In an increasingly interdependent and rapidly changing world, international events affect every American. Successful U.S. international leadership is essential to security at home, better jobs and a higher standard of living, a healthier environment, and safe travel and conduct of business abroad.

Under the direction of the President and the Secretary of State, the United States conducts relations with foreign governments, international organizations and others to pursue U.S. national interests and promote American values. The goals of U.S. foreign policy are to:

- Secure peace; deter aggression; prevent, defuse, and manage crises; halt the proliferation of weapons of mass destruction and advance arms control and disarmament;
- Expand exports, open markets, assist American business, foster economic growth and promote sustainable development;
- Protect American citizens abroad and safeguard U.S. borders ;
- Combat international terrorism, crime, and narcotics trafficking;
- Support the establishment and consolidation of democracies, and uphold human rights;
- Provide humanitarian assistance to victims of crisis and disaster; and
- Improve the global environment, stabilize world population growth and protect human health.

To advance the interests of the nation and the American people through foreign affairs leadership, the U.S. Government requires a strong international presence; a highly qualified, motivated and diverse Civil and Foreign Service serving at home and abroad; extensive communication with the public, both foreign and domestic; and the political, military and economic means to carry out the nation's foreign policies.

Table of Contents

Acquisition Program Profile	A-3
DOS Grant and Cooperative Agreement Opportunities	A-8
Credit Card Sales	A-9
Regional Procurement and Support Office	
American Consulate General/Frankfurt	A-10
U.S. Embassy/Tokyo	A-10
U.S. Embassy/Singapore	A-11
Florida Regional Center	A-12
Top-Spending Posts	A-13
Largest Number of Contract Actions by Post	A-13
Acquisition In Support of the Office of Foreign Buildings Operations	A-14
Notification of Metric Transition	A-15
Alternative Disputes Resolution	A-16
Requests for DOS Contracts, Etc.	A-17
User-Office Contacts	A-17
Points of Contact for State Department Information	
Technology Products and Services	A-29
Department of State General Services and Administrative	
Officers	A-30
Abbreviations and Symbols	A-31
Department of State Foreign Service Posts	A-32
Mailing Address Form	A-40
Memo to Small, Disadvantaged, and Female (SD&F)	
Business Owners	B-3
Federal Offices of Small and Disadvantaged	
Business Utilization (OSDBU)	B-5
Subcontracting Opportunities	C-3
Contacts for Trade and Investment-Related Issues	D-3
Trade Promotion Activities of the Department of State That Can	
Benefit Small, Minority, and Women-Owned Firms in Exporting.....	D-5
Commercial Posts of the Department of State	
(Posts With No FCS Presence)	D-7
Superintendent of Documents Order Form	E-3
Electronic Services	
EC/EDI Fact Sheet (The Basics)	E-5
Electronic Commerce Resources Centers (ECRCs)	E-7
FAR on CD-ROM	E-7
Foreign Affairs on the Internet	E-8
U.S. Missions Online	E-9
Some Useful Internet Addresses	E-11

A/SDBU Mission Statement

The mission of the Office of Small and Disadvantaged Business Utilization (OSDBU) is to support the overall mission of the Department of State by promoting the use of small businesses, including those owned by women and by socially and economically disadvantaged individuals. Our mission serves to broaden public support for State Department programs as well as to comply with public law.

In carrying out its mission, the OSDBU strives to maximize State Department procurement opportunities for small businesses representing a diversity of ownership. The office serves as advocate, counselor, trainer and provider of liaison services to the small business community. These services are delivered to our small business customers in varying ways, including participation in outreach activities such as Congressionally and interagency-sponsored conferences, one-to-one counseling and group training seminars.

Section A

- **Acquisition Program Profile**
- **Acquisition In Support of the Office of Foreign Buildings Operations**
- **User-Office Contacts**

Page A-2 is blank, no folio.

Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; World-wide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of world-wide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.**
- (e) Facilities maintenance services.

* The State Department is now planning and implementing a migration toward open systems architecture. The Department has a multi-year plan to accomplish this migration. See our IRM Strategic Plan on www.statebuy.gov/home.htm.

** The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. Following is a list of the Department's 16 major acquisition activities:

1. Office of Acquisitions (A / LM / AQM)
Department of State
P.O. Box 9115, Rosslyn Station
Arlington, VA. 22219
Customer Service Center Tel. (703) 516-1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

- 1a. Office of Foreign Buildings Operations (A / LM / AQM / RAD)
Department of State
SA-6, Room L600, P.O. Box 12248
Rosslyn Station
Arlington, VA. 22219
Tel. (703) 875-6297

Performs acquisition services which include support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

2. Office of Language Services (A / OPR / LS)
Department of State
SA-1, Room H1400
Washington, D.C. 20037
Tel. (202) 261-8777

Limited small purchase authority involving the services of translators, interpreters, escorts, and related language support.

3. Office of Overseas Schools (A / OPR / OS)
Department of State
SA-1, Room H328
Washington, D.C. 20522
Tel. (202) 261-8200

Small purchases and grants involving overseas schools assistance activities.

4. Diplomatic Telecommunications Service (DTS-PO / ADM / ACQ)
Department of State
SA-43, 3920 Pender Drive
Fairfax, VA 22030
Tel. (703) 302-7908 or 302-7840

Lease or purchase of information technology supplies and services, i.e., telecommunication circuitry and subsystems for worldwide use. Samples of subsystems are: modems, multiplexors, electronic switches, network management systems, professional services, etc.

5. Office of Foreign Missions (DS / OFM)
Department of State
SA-33, Room 357
Washington, D.C. 20520-3301
Tel. (202) 895-3507

Limited acquisitions involving professional services and personal property in support of the office's mission, that of ensuring reciprocity of treatment between U.S. missions overseas and foreign missions in this country.

6. Foreign Service Institute (NFATC)
Department of State
4000 Arlington Blvd.
Arlington, VA 22204-1500
Tel. (703) 302-6770

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute's training mission.

7. Office of International Conferences (IO / OIC / A)
Department of State
Main State, Room 1428A
Washington, D.C. 20520-6319
Tel. (202) 647-1771

Limited small purchase authority involving annual international conferences.

8. Bureau of Population, Refugees and Migration (PRM/C)
Department of State
SA-1, Room 1215
Washington, D.C. 20522-0112
Tel. (202) 663-1022

Small purchases, grants, and cooperative agreements supporting worldwide refugee matters.

9. United States Mission to the United Nations (USUN)
799 UN Plaza, Room 312
New York, N.Y. 10017
Tel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

10. Moscow Embassy Buildings Control Office (M/MEBCO)
Department of State
SA-6, Room 1139
Washington, D.C. 20522-0602
Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

11. Regional Procurement and Support Office
Florida Regional Center
Department of State
Ft. Lauderdale, FL 33309-5242
Tel. (954) 630-1166

Procurement for services and personal property procured in the United States in support of posts in Central and South America.

Other specialized procuring activities are described below:

12. Bureau of International Narcotics & Law Enforcement (INL/RM)
1st Floor, SA-4S
Washington, D.C. 20520
Tel. (202) 776-8718

Has authority to enter into small purchases, orders against GSA schedule contracts, and personal services contracts pursuant to the Foreign Assistance Act of 1961, as amended.

13. The Library, Office of IRM Programs and Services (A/RPS/IPS)
Business Center Staff
Department of State
Room 2442, M.S.
Washington, D.C. 20520
Tel. (202) 647-2196

Has authority to enter into small purchases and orders against GSA schedule contracts for acquisitions such as newspapers, books, maps, and periodicals.

14. The Regional Procurement Support Centers in Frankfurt, Ft. Lauderdale, Singapore, and Tokyo (RPSOs).

Full range of commodities and services for posts in each RPSO's geographical area of support (see pages A-10 through A-12). Worldwide medical acquisitions.

15. State Department Foreign Service Posts

Designated employees at State Department's Embassies and Consulates abroad have Certificates of Appointment from the Procurement Executive. These certificates, or warrants, provide authority to execute procurement actions up to \$100,000, and in some cases, at higher levels, without further approval from the Procurement Executive being required. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either directly or from GSA schedule. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E-3) or to the purchasing agents listed in the footnote on page A-26.

NOTE: Key Officers booklet is available free of charge via Bureau of Public Affairs Internet address: <http://www.state.gov>

DOS Grant and Cooperative Agreement Opportunities

Office of Overseas Schools (A/OPR/OS)
Department of State
Room H328, SA-1
Washington, D.C. 20522
Ms. Barbara La Brie
Tel. (202) 261-8200

Grants for the provision of assistance to elementary and secondary schools abroad to assure that appropriate educational programs are provided for dependents of American citizens.

Bureau of Oceans and International Environmental and Scientific Affairs (OES)
Department of State
Room 7821, Main State
Washington, D.C. 20520
Ms. Robin Lambert
Tel. (202) 647-4759

Grants related to the conduct of research and promotion of international cooperation on environmental and other scientific issues.

Bureau of Intelligence and Research (INR/RES)
Department of State
Room 404, SA-5
Washington, D.C. 20522-0504
(Vacant)
Tel. (202) 736-4572

Grants for the provision of stable, long-term financing for advanced research; graduate and language training; public dissemination of research data (e.g., methods and findings); and contact and collaboration among government and private specialists.

Bureau of Population, Refugees & Migration (PRM)
Department of State
Room L505, SA-1
Washington, D.C. 20522-0105
Ms. Emily Krantz
Tel. (202) 663-1022

Cooperative agreements for the provision of food, health and training activities and medical services for refugees in camps of first asylum.

Educational and Cultural Affairs (ECA)
Department of State
SA-44, 301 4th Street, SW
Washington, DC 20547
David Whitten
Tel. (202) 619-4597

The Bureau of Educational and Cultural Affairs administers a broad range of international exchange programs authorized by the Fulbright-Hays Act (the Mutual Educational and Cultural Exchange Act of 1961). Programs include the Fulbright Program for American and foreign students, scholars and teachers, and related academic exchange programs; the International Visitor Program, which brings potential leaders from other countries to the United States to consult with their counterparts and for a broader exposure to American society and values; and the Citizen Exchange Program, which provides grant support to the exchange programs of American educational, cultural and non-profit organizations. The Bureau is required by its enabling legislation to reflect the diversity of the American people and its society and thought in its programs, and actively seeks the involvement of participants in its programs that will support achieving this mandate.

Bureau of Diplomatic Security (DS/CIS/IST/ASD/CAP)
Department of State
3rd Floor, SA-3
Washington, D.C. 20522-1003
Ms. Donna Taylor
Tel. (202) 663-0011

Cooperative agreements with state and local governments and institutions of higher learning for security-related training and training evaluation.

Credit Card Sales

The General Services Administration has awarded contracts to six firms, including Citibank, to provide charge card services to the U.S. Government. These Government-wide contracts became effective on November 30, 1998 and replaced the travel card (American Express), the IMPAC purchase card (U.S. Bank, formerly Rocky Mountain Bank) and the fleet card (Wright Express). The Department of State has selected Citibank for all three business lines (travel, purchase and fleet). USAID, and Peace Corps are included as tag-along agencies in the Department's task order issued on July 2, 1998 to Citibank.

A Citibank Visa or MasterCard was issued to certain Department employees under a delegation of purchase authority to pay for certain types of purchases for office supplies, copier supplies and maintenance, books and subscriptions; and repair of property and equipment (other than building property). Merchants who

do not offer sales through the Visa or MasterCard associations may want to contact Citibank for information.

A matrix outlining the availability of credit card holder lists at the various federal departments and agencies is available for viewing at www.statebuy.gov/home.htm.

Regional Procurement and Support Office

American Consulate General/Frankfurt

The American Consulate General in Frankfurt, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in Europe, the Near East, Africa, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1999, RPSO/Bonn purchased over \$30 million in goods and services. The majority of these purchases are under \$100,000 ("simplified acquisition"). Acquisitions include: medical supplies and equipment, computers and peripherals, software, large household appliances, expendable and non-expendable office supplies, furniture, subscriptions and books, educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services.

Firms interested in selling to the RPSO/Germany should send descriptive literature on their product line, including prices, RPSO/Germany, c/o American Consulate General, Frankfurt, PSC 115, Attn: RPSO, APO AE 09213-0115. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Germany. While overseas posts, including RPSO/Germany, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-49-69-7535-3340).

U.S. Embassy/Tokyo

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1999, RPSO/Tokyo purchased over \$10 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition") and fall into three main categories: (1) Japanese-made automobiles with

right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Leo Penn, Director, RPSO Tokyo, c/o American Embassy/Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable. (FAX 011-81-3-3505-1862).

U.S. Embassy/Singapore

The U.S. Embassy in Singapore has a Regional Procurement Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the East Asian and Pacific and the South Asian regions.

In Fiscal Year 1999, Singapore purchased over \$7.7 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisitions"). Supplies purchased include heating and air-conditioning equipment, household appliances, other small electrical appliances and equipment, consumer and office electronics, medical supplies, motor vehicles and motor vehicle parts and supplies, computer equipment and software, office equipment, household and office furniture, and construction materials and supplies. The electrical power application used in the regions served by RPSO Singapore is 220V/50Hz. Services include building maintenance (cleaning, gardening, HVAC, etc.), security guards, computer systems, architect-engineer, construction, equipment leases, and airfreight and seafreight shipping.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, shipping terms and prices, and product support and warranty information, to the Director, RPSO Singapore, at the following address: American Embassy, PSC 470 Box RPSO, FPO AP 96534-0001. Small, minority, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable.

Additional information on RPSO Singapore can be found on the U.S. Department of State, Office of the Procurement Executive's Acquisition Home Page, under the category "Acquisition Organizations." The Internet address is <http://www.statebuy.gov/home.htm>. RPSO Singapore's facsimile number is 011-65-476-9003.

Florida Regional Center

A Regional Procurement Support Office (RPSO) was formally opened in December 1993 at the U.S. Department of State's Florida Regional Center located in Ft. Lauderdale, FL. RPSO-FL was established to support the procurement needs of the American Embassies, Consulates, or other posts located in the Central/South American, Caribbean, and certain West African countries.

In Fiscal Year 1999, RPSO-FL purchased over \$12 million in goods and services, most of it with U.S. small businesses. The majority of these purchases were under \$100,000 ("simplified acquisition"). Purchases include heating and air-conditioning units and repair parts; computer equipment and software; small/large household appliances; office electronics; medical supplies/equipment; automotive parts/tires; electrical equipment/supplies; telecommunications equipment/supplies; construction materials/supplies; household/office furniture; printing requirements; and carpet/flooring supplies and equipment. Services are expected to be lawn care/gardening; equipment leases; computer services; small architect-engineer and construction services; and airfreight/ocean freight and other shipping or courier services; facility rental; janitorial services; guard services; printing services; and life/health and retirement plans.

Firms interested in doing business with the RPSO-FL should forward descriptive literature on their product/service line(s), including prices, to Mark Toler, Director RPSO-FL, Florida Regional Center, 4000 N. Andrews Drive, Ft. Lauderdale, FL 33309. Small, small minority-owned, and small women-owned businesses should clearly indicate their size/ownership status when contacting RPSO-FL. For additional information, you may also call (305) 630-1164 or FAX (954) 630-1165.

Top-Spending Posts for FY-1998

(extracted from Competition Advocates' Report)

(in U.S.\$)

Bonn, Germany	over \$25 million
Paris, France	over \$15 million
Tokyo, Japan	over \$12 million
Bogota, Colombia	over \$10 million
Bangkok, Thailand	over \$9 million
La Paz, Bolivia	over \$8 million
Rome, Italy	over \$8 million
Brussels, Belgium	over \$8 million
Athens, Greece	over \$7 million
Seoul, Korea	over \$7 million
Mexico City, Mexico	over \$7 million
Singapore, Singapore	over \$6 million
Berlin, Fed. Rep. of Germany	over \$6 million

Largest Number of Contract Actions by Post

Paris	Bogota
Bonn	Bridgetown
Bangkok	New Delhi
Brussels	Cairo
Manila	Moscow
Berlin	Tokyo
Santiago	Mexico City
London	Santo Domingo
La Paz	

More detailed information on post-specific statistical data is available in the Department of State's Annual Competition in Contracting Report. To receive a copy, contact the Competition Advocate on (703) 516-1687.

Acquisition In Support of the Office of Foreign Buildings Operations

Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program and Foreign Service Buildings Act.

Information regarding these projects is released through the **Commerce Business Daily** and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing Embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, qualifications criteria, and subcontracting limitations on diplomatic construction projects.

Limited contracting opportunities may exist for government-materials (GFM) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Benita Williams at the following address:

Department of State
A/LM/AQM/FBD/SB
Room 528, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-5429

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact the Chief of Countermeasures Programs Division at the following address:

Department of State
DS/ST/CMP
7th Floor, SA-3
Washington, D.C. 20522-1003
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Bob Benker of the Department's Physical Security Division at the address listed on page A-20.

Firms interested in performing services related to Embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA-6, Room 711
Washington, D.C. 20522-0602
Attn: Mr. Clifton Flowers
Telephone: (703) 516-1637

Department of State
DS/PSD/CSB
SA-6, 8th Floor
Washington, D.C. 20522-0602
Attn: Mr. Bob Benker
Telephone: (703) 875-6561

For planning purposes, it is projected that during FY 99/00, architect/engineer and/or construction projects will be advertised or contracts awarded for the following Foreign Service Posts: Lima, Peru; Santo Domingo, Dominican Republic; Asmara, Eritrea; Monrovia, Liberia; Nairobi, Kenya; Beijing, China; Ashgabat, Turkmenistan; New Delhi, India; Paris, France; Copenhagen, Denmark; Dublin, Ireland; Vientiane, Laos; Nassau, Bahamas; Brussels, Belgium; and Shanghai, China.

Notification of Metric Transition

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. Robert E. Lloyd in the Office of the Procurement Executive.

U.S. Department of State Washington, D.C. 20520

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Ms. Mary Ackerman
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 516-1687

Alternative Disputes Resolution

The Administrative Dispute Resolution Act of 1990 and the National Performance Review of 1993 encouraged agencies to use Alternative Dispute Resolution (ADR) techniques in resolving disputes. Executive Order 12979, Agency Procurement Protest, signed October 26, 1995, calls for agency heads to establish administrative procedures for resolving bid protests at the agency level "as an alternative" to outside protest forums.

Formal litigation of these matters is a long and costly process that oftentimes establishes an adversarial relationship between the Government and the private sector. ADR, on the other hand, includes a wide range of resolution techniques, tends to be less costly, and is far more efficient than litigation. It also keeps resolution of the matter within the control of the disputants. The parties choose the ADR method of resolution; establish the rules of engagement; determine who will be the decision-makers; define the issues; and otherwise control the entire process.

Some of the ADR techniques that may be used include mini-trials, mediation, fact-finding, and arbitration. Resolution of the matter is approached from a "partnership" standpoint, with a common goal to preserve the business relationship and avoid the costs and delays so often experienced in formal litigation. We encourage use of ADR whenever possible.

Requests for DOS Contracts, Etc.

Copies of current contracts, or other Department of State documents, may be requested through the Freedom of Information Act (FOIA), 5 U.S.C. 552. Department regulations applicable to FOIA requests are in Volume 22 of the Code of Federal Regulations, Part 171. In general, FOIA requests must be submitted in writing containing enough information about the documents requested to permit the Department to locate them with a reasonable amount of effort. Requesters also must state their agreement to pay any applicable processing costs in their request letters. (See 22 C.F.R. §171.13–15). Requests should be addressed to:

Office of IRM Programs and Services

A/RPS/IPS, SA-2

Department of State

515 22nd Street, N.W.

Washington, D.C. 20522-6001

Telephone inquiries number: 202-647-6070

Fax number: 202-647-5094

<http://www.foia.state.gov>

User-Office Contacts

Architectural, Engineering, and Design Services (Construction)

- Office of Foreign Buildings
Room L600, SA-6
Ms. Patricia Regalo-Warren (Acquisitions) Telephone: (703) 875-6282
- Office of Small & Disadvantaged Business Utilization
Room 633, SA-6
Mr. Louis Pruitt (Program Coordinator) Telephone: (703) 875-6586
- Office of Real Property Management (Domestic)
Room 1264, M.S.
Mr. Tom Sgroi Telephone: (202) 647-2852

Building Interior Furnishings (Foreign)

- Office of Foreign Buildings
Room 1201, SA-6
Ms. Vivien Woofter Telephone: (703) 875-6263
- American Consulate General, Frankfurt
PSC 115, Attn: RPSO
APO AE 09213-0115 Telephone: 011-49-69-7535-3330

Building Maintenance and General Services (Domestic)

(Includes labor services, local transportation services, etc.)

- General Services Division
Room B258, M.S.
Mr. Larry Foss (transportation) Telephone: (202) 647-3628
Room B229
Ms. Shirley Beard (labor services) Telephone: (202) 647-3611
- Office of Operations
Facilities Management and Support Services
Room B2A61, M.S.
Mr. Frank Bright Telephone: (202) 647-6001

Facilities Maintenance

- Office of Foreign Buildings
Room 930, SA-6
Mr. Peter Wood Telephone: (703) 875-6867

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

- Office of Foreign Buildings
Mr. Fred Bunke (Moscow)
Room 1139, SA-6 Telephone: (703) 875-5796
- Florida Regional Center
4000 N. Andrews Drive
Ft. Lauderdale, FL 33309 Telephone: (305) 630-1164
Mr. Mark Toler
- American Consulate General, Frankfurt
PSC 115, Attn: RPSO
APO AE 09213-0115 Telephone: 011-49-69-7535-3330

Cartographic Services

- Office of the Geographer
Room 8742, M.S.
Mr. William Wood Telephone: (202) 647-2021

Catering Services

- Office of Protocol
Room 1238, M.S.
Mr. Charles Kim
Telephone: (202) 647-1700

Computer Supplies and Accessories

- Bureau of Information Resource Management (IRM/CST)
Room 4428, M.S.
Mr. John Cabral
Telephone: (202) 647-2900

(IRM/ APR/IAP)
Room 225, SA-4
Mr. Ken Hill
Telephone: (202) 776-7974
- Office of Acquisition, Simplified Acquisition Branch (A/LM/ AQM/SPB)
Room 528, SA-6
Ms. Millie Pugliese
Telephone: (703) 875-5816
- American Consulate General, Frankfurt
PSC 115, Attn: RPSO
APO AE 09213-0115
Telephone: 011-49-69-7535-3330

Construction Services (Foreign)

- Office of Foreign Buildings
Mr. William L. Young (Const. Management)
Room 703, SA-6
Telephone: (703) 875-6300

Mr. Louis Pruitt (Program Coordinator)
Room 633, SA-6
Telephone: (703) 875-6586
- American Consulate General, Frankfurt
PSC 115, Attn: RPSO
APO AE 09213-0115
Telephone: 011-49-69-7535-3330

Educational Materials/Supplies

- Office of Overseas Schools
Room H328, SA-1
Dr. Keith D. Miller
Telephone: (202) 261-8200

- Foreign Service Institute
Room F2125, SA-42
Ms. Jayetta Oates

Telephone: (703) 302-7233

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- Bureau of Diplomatic Security
Mr. Bob Benker
Room 804, SA-6

Telephone: (703) 875-6561

Engineering Services (Construction)

- Office of Foreign Buildings
Ms. Patricia Regalo-Warren
Room L600, SA-6

Telephone: (703) 875-6282

Mr. Harry Marinos (electrical)
Room 414, SA-6

Telephone: (703) 875-6143

Mr. George Glavis (mechanical)
Room 324, SA-6

Telephone: (703) 875-6216

Mr. Sedat Asar (structural)
Room 343, SA-6

Telephone: (703) 875-6190

- Office of Real Property Management, Design,
and Construction Division (Domestic)
Mr. Tom Sgroi
Room 1264, M.S.

Telephone: (202) 647-2852

- American Consulate General, Frankfurt
PSC 115, Attn: RPSO
APO AE 09213-0115

Telephone: 011-49-69-7535-3330

Engineering Services (Non-Construction)

- Bureau of Diplomatic Security (DS/CIS/IST)
5th Floor, SA-3
Mr. Don Schurman (Security R&D)

Telephone: (202) 663-0367

- Bureau of Information Resource Management (IRM/CST/BC)
Room 4428, M.S.
Mr. John Cabral Telephone: (202) 647-2900

Environmental Sciences (air, water, geotechnical, asbestos, etc.)

- Office of Foreign Buildings Operations
Mr. Alan McGrath
Room L200, SA-6 Telephone: (703) 875-5775

Mr. Stephen C. Urman (Safety, Health and
Environmental Management Services)
Room L300, SA-6 Telephone: (703) 875-4137
- Office of Operations, Facilities, Management, and Support Services
Mr. Frank Bright
Room B2A61, M.S. Telephone: (202) 647-6001

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

- Office of Foreign Buildings
Room 1201, SA-6
Ms. Vivien Woofter
Telephone: (703) 875-6263
- American Consulate General, Frankfurt
PSC 115, Attn: RPSO
APO AE 09213-0115 Telephone: 011-49-69-7535-3330

Information Technology Products and Services**

- Information Resource Management
Vendor Liaison Coordinator
IRM/OPS/CST/BC
Room 4428, M.S.
Carol Workman Telephone: (202) 776-8823

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Wanda Bowman, GSA, at (703) 305-5213.

** Additional Points of Contact for Information Technology Products and Services are located on page A-29.

- Bureau of Information Resource Management (IRM/CST/BC)
Room 4422, M.S.
Ms. Charmaine Iversen Telephone: (202) 647-1003

- Bureau of Consular Affairs
Room L415, SA-1
Mr. Alan Dahl Telephone: (202) 663-1107

- Office of Passport Services
Room 500, SA-17
Mr. Richard Martin Telephone: (202) 955-0246

- Foreign Service Institute
Room F1304, SA-42
Ms. Linda Coble Telephone: (703) 302-7201

- Bureau of Diplomatic Security
SA-3, 6th floor (DS/OA/SYS)
Mr. Robert Cobert Telephone: (202) 663-0434

- Bureau of Financial Management and Policy (FMP/EX)
15th Flr., SA-1
Ms. Lisa Chichester Telephone: (202) 261-8153

- Office of Information Resources Management (S/S-IRM/SMD)
Room 7512
Mr. Kenneth Matthiesen Telephone: (202) 647-0867

- Bureau of Personnel (PER/EX/IM)
H-800, SA-1
Ms. June Daniels Telephone: (202) 261-8284

- American Consulate General, Frankfurt
PSC 115, Attn: RPSO
APO AE 09213-0115 Telephone: 011-49-69-7535-3330

- Bureau of Intelligence and Research (INR/EX)
Room 2247, M.S.
Mr. Gilbert Crampton Telephone: (202) 647-7549

- Office of IRM Programs & Services (A/RPS/IPS/AAS)
Room 3073, SA-2
Mr. Steve Lauderdale Telephone: (202) 261-8370

International Political and Economic Affairs and Research

- Bureau of International Narcotics and Law Enforcement Affairs
SA-4, 1st Floor
Mr. Tim Henderson Telephone: (202) 776-8718

Labor Services

- General Services Division
Room B258, M.S.
Ms. Shirley Beard Telephone: (202) 647-1634

Language/Translation Services

- Office of Language Services
Room H1400, SA-1
Ms. Brenda Sprague Telephone: (202) 261-8777

Library/Subscription Services

- Office of IRM Programs and Services (A / RPS / IPS)
Room 2442C, M.S.
Ms. Alpha Rose* Telephone: (202) 647-1875

Machine and Equipment Maintenance/Repair (other than ADP)

- Office of Operations
Room B2A61, M.S.
Mr. Frank Bright Telephone: (202) 647-6001

Medical Services/Supplies

- Medical Services
Room 216, SA-1
Ms. Maria Melchiorre Telephone: (202) 663-1803

Mental Health Care/Services

- Office of Medical Services
Employee Services Division
Room 223, SA-1 Telephone: (202) 663-1903

Ms. Anne Weiss
Room H246, SA-1 Telephone: (202) 663-1816

*Manages Department's Commercial Library Program.

Messaging Systems

- Bureau of Information Resource Management, Messaging Systems
(IRM/OPS/MSO)
SA-14
Mr. Phil Nichols Telephone: (703) 912-8144
Mr. Ed Courlang Telephone: (703) 912-8000
- Beltsville Messaging Center
SA-26
Mr. John Hedges Telephone: (301) 985-8005

Multi-Media Services

- Office of Multi-Media Services (A/RPS/MMS)
Room 1853, M.S.
Mr. Gregory Liverpool Telephone: (202) 647-1632
Mr. Stanley Klem Telephone: (202) 647-1267
Mr. Wesley Williams Telephone: (202) 647-1286
- Foreign Service Institute (FSI/EX/AVF)
Room F1328, SA-42
Mr. Tom Bash Telephone: (703) 302-6788
- Bureau of Diplomatic Security (DS/PLD/TC)
Room 380A, SA-11
Ms. June Callahan Telephone: (703) 204-6233

Networking/Telecommunications

- Diplomatic Telecommunications Program Office
(DTS/PO/Admin/ACQ)
SA-34
Mr. Victor White Telephone: (703) 912-7908
- Bureau of Information Resource Management (IRM/CST/BC)
Room 4422, M.S.
Ms. Charmaine Iversen Telephone: (202) 647-1003
Mr. John Cabral Telephone: (202) 647-2900
Room 4428

Overseas Employee Associations*

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

- Office of Commissary and Recreation Affairs (A / OPR / ST / CR)
Room L120, SA-1
Washington, D.C. 20522-0101
Ms. Diane DeVivo, Director
Email: crlogon@erols.com
Telephone: (202) 663-1330
FAX (202) 663-1329

Recycled Products (Construction and Janitorial Supplies Only)

- Office of Facilities Management and Support Services (OPR / FMSS)

Room 1481, M.S.
Ms. Barbara Martin
Telephone: (202) 647-6544

Safety and Rescue Equipment

- Bureau of Diplomatic Security (DS / CMP / SDE)
SA-7
Mr. Alexander Hopkins
Telephone: (703) 644-3201
- Office of Foreign Buildings
Room L300, SA-6
Mr. Bruce Sincox
Telephone: (703) 875-6983

* CR conducts a Training Conference with a Trade Show for the association managers every year in the Washington, DC area. For information regarding future conferences/ trade shows, please contact CR at the above address.

(See page A-32 for a list of overseas posts having U.S. Employee Associations. Those posts annotated with an asterisk (*).)

Small Purchases*

- Office of Acquisition
Room 528, SA-6
Ms. Millie Pugliese (Branch Chief) Telephone: (703) 875-5816
Ms. Helen Hirshon (Procurement Agent) Telephone: (703) 875-6033
Ms. LaVerne Lyons (Procurement Agent) Telephone: (703) 875-6029
Ms. Betty Thomas (Procurement Agent) Telephone: (703) 875-6015
Ms. Florence Scott (Procurement Agent) Telephone: (703) 875-5811

Training**

- Office of Civil Service Career Development and Assignments
Room 2429, M.S.
Ms. Charlene Grigsby Telephone: (202) 647-7252
- Office of Equal Employment Opportunity and Civil Rights
Room 4216, M.S.
Mr. Thomas Jefferson Telephone: (202) 647-9295
- Foreign Service Institute
National Foreign Affairs Training Center
Room F2210, SA-42 Telephone: (703) 302-7141

Ms. Kathleen James (Language) Telephone: (703) 302-7242

Ms. Christine Fulena (Clerical/ Adminis.) Telephone: (703) 302-4140

Mr. Richard Jackson (Area Studies)
SA-42, Room F3422 Telephone: (703) 302-6858

Ms. Colleen Lewis (Contracts)
SA-42, Room 2129 Telephone: (703) 302-7220
- Bureau of Diplomatic Security
Room 320A, SA-11
Ms. June Callahan Telephone: (703) 204-6233
Registrar (703) 204-6100

*FSU, the Office of Acquisition's Foreign Service Unit in the Department of State, serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market Embassies in specific geographic regions may do so directly, using the list beginning on page A-31, or may contact the following small purchase agent: Anthony Jacobs (703) 875-6023

See pp. A-4 through A-7 for other organizations having small purchase authority.

**The State Department Training Programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Vivian Bethea, Acting Director, OSDBU, at OPM on (202) 606-1464 for information.

Transportation/Packing/Shipping/Storage (Household Effects)

- Office of Transportation
Room 1058A, M.S.
Ms. Noreen Sneddon Telephone: (202) 647-3718
Ms. Reaver Clements (Contracts) Telephone: (703) 875-5077

Warehousing/Material Handling Equipment

- Bureau of Diplomatic Security (DS/PEL/SEM)
SA-7, Room 109
Mr. Stuart Rettie Telephone: (703) 644-3326
- Office of Operations (A/LM/OPS)
Department of State
7500 Boston Blvd., SA-21
Springfield, VA 22153
Ms. Jacqueline Green Telephone: (703) 912-8450
- Florida Regional Center (FRC)
Administrative/General Services Officer
Department of State
4000 North Andrews Avenue
Ft. Lauderdale, FL 33309-5242 Telephone: (954) 630-1100

* * * * *

For further information contact:

Mrs. Durie White
Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 875-6822

Mr. Gregory Mayberry
Associate Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602 Telephone: (703) 875-6823

Mr. Shapleigh Drisko
Senior Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-4240

Mr. Louis Pruitt
Foreign Buildings Program Coordinator, Office
of Small and Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6586

Ms. Linda Taylor
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 516-1953

Mr. Anthony Jones
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6881

**POINTS OF CONTACT FOR STATE DEPARTMENT
INFORMATION TECHNOLOGY PRODUCTS AND SERVICES**

Bureau	POC	Telephone
A/DTS-PO/SG	Edward Sestak,Chief, Systems Grp.	703/302-7955
A/FBO/RMO/IRM	Joe Galla	703/516-1580
IRM/OPS/CST/BC	John Cabral	202/736-4220
IRM/ APR/IAP/PL	Ken Alms	202/663-1410
S/S-EX	Daniel McIe, Dir., IRM	202/647-2977
OIG/AUD	Greg Linden, Acting, IM Div.	703/284-2600
AF/EX/SYS	Barnaby Walsh	202/647-2774
OIG/PPM	Ken Kobilarcik, Syst. Support	703/284-1802
A/EX/IRM	Greg Ellis, Chief	202/647-9821
CA/EX/CSD	Travis Farris	202/663-1101
CA/PPT/TD	Richard Martin	202/955-0253
DS/CIS/ISD	Mary Stone Holland	202/663-2047
EB/EX	Theresa Simmington/Jack Price	202/647-4056
FMP/EX	Lisa Chichester, Syst. Support	202/261-8733
IRM/CIO	Fernando Berbano	202/647-2226
DS/OFM/IM	Robert Mattox	202/895-3579
INR/EX/IS	Gilbert Crampton	202/647-7549
WHA/EX	Sharon Otto	202/647-4478
INL/RM/MS	Tim Henderson	202/776-8718
IRM/EX	Leslie Probst	202/736-4220
L/EX/IS	Peter DiMichele	202/647-8323
M/EX	Maria Melchiorre	202/663-1748
OES/EX	Michael Bishton	202/647-4349
PER/EX/IM	June Daniels	202/261-8284
PM/EX	Bie Fox	202/736-7401
M/FSI/EX	Paul Fisher	703/302-6732
PRM/EX	Bob Franks	202/663-3197

Department of State

General Services and Administrative Officers

<u>Bureau</u>	<u>Title</u>	<u>Telephone</u>	<u>Room</u>	<u>Zip Code</u>
A/EX	Administrative Officer	202-647-8883	3800, M.S.	20520-6310
A/FBO/RMO	General Services Officer	703-875-6355	1300, SA-6	20522-0602
AF/EX	General Services Officer	202-647-1298	3517, M.S.	20520-3430
CA/EX	General Services Officer	202-647-1158	4820, M.S.	20520-4818A
DS/EX	General Services Officer	202-663-0660	8th Fl, SA-10	20522-1003
DS/OFM/AO	General Services Officer	202-895-3511	858, SA-33	20522
EAP/EX	General Services Officer	202-647-9054	4313A, M.S.	20520-6310
EB/EX	General Services Officer	202-647-2720	6820, M.S.	20520-5818
EUR/EX	General Services Officer	202-647-5954	5428, M.S.	20520-6511
H	General Services Officer	202-647-1714	7260, M.S.	20520-7261A
INL/RM	Administrative Officer	202-647-4867	1st Fl., SA-44	20520-7310
INR/EX	General Services Officer	202-647-1080	6639, M.S.	20520-6510
IO/EX	General Services Officer	202-647-9326	1509, M.S.	20520-6319
IRM/EX	General Services Officer	202-647-7887	4428, M.S.	20520
L/EX	Administrative Officer	202-647-8323	5519, M.S.	20520-6317
M/DGP/MED/ EX	General Services Officer	202-663-1611	209A, SA-1	20522
M/FMP/EX	Administrative Officer	202-647-8675	1328, M.S.	20520-7427
M/FSI/EX	General Services Officer	703-302-6729	F2205, SA-42	20522-4201
NEA/SA/EX	General Services Officer	202-647-3269	4245, M.S.	20520-6258
NP-AC-PM/EX	General Services officer	202-647-3442	5722, M.S	20520
OES/DRL/EX	Administrative Officer	202-647-3622	7821, M.S.	20520-7818
OIG/PPM/EX	Administrative Officer	202-647-7091	6827, M.S.	20520-6817
PER/EX	Administrative Officer	202-647-8118	3811, M.S.	20520-2810
PRM/EX	General Services Officer	202-663-1520	505, SA-1	20522-0112
S/CPR/EX	Administrative Officer	202-647-1700	1238, M.S.	20520-1238
S/S/EX	General Services Officer	202-647-7457	7511A, M.S.	20520-7512
WHA/EX	General Services officer	202-647-3318	3906, M.S.	20520

Abbreviations and Symbols

A/DTS	Administration, Diplomatic Telecommunications Systems
A/EX	Administrations, Executive Office
AF	Africa
A/FBO	Administration, Foreign Building Operation
CA	Consular Affairs
DS	Diplomatic Security
EAP	East Asian and Pacific Affairs
EB	Economic Bureau
EUR	European Affairs
FMP	Financial Management Policy
H	Legislative Affairs
INL	International Narcotics and Law Enforcement Affairs
INR	Intelligence and Research
IO	International Conferences
IRM	Information Resource Management
L	Legal Adviser
M	Management
M/FSI	Management, Foreign Service Institute
NEA	Near Eastern Affairs
OES	Oceans and International Environmental Scientific Affairs
OIG	Office of the Inspector General
PER	Personnel
PM	Political-Military Affairs
PRM	Population, Refugees and Migration
S/S	Secretariat Staff
USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USUN	United States Mission to the United Nations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States
WHA	Western Hemisphere Affairs

Department of State Foreign Service Posts*

Location of Office	Type of Office
A	
Abidjan, Cote d'Ivoire*	Embassy
Abu Dhabi, United Arab Emirates*	Embassy
Abuja, Nigeria	USEO
Accra, Ghana*	Embassy
Adana, Turkey	Consulate
Addis Ababa, Ethiopia*	Embassy
Alexandria, Egypt	Branch Office
Algiers, Algeria*	Embassy
Almaty, Kazakstan*	Embassy
Amman, Jordan*	Embassy
Amsterdam, Netherlands	Consulate General
Ankara, Turkey*	Embassy
Antananarivo, Madagascar*	Embassy
Apia, Western Samoa	Embassy
Ashgabat, Turkmenistan	Embassy
Asmara, Eritrea	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece*	Embassy
Auckland, New Zealand	Consulate General

B	
Baku, Azerbaijan*	Embassy
Bamako, Mali*	Embassy
Bandar Seri Begawan, Brunei	Embassy
Bangkok, Thailand*	Embassy
Bangui, Central African Republic	Embassy
Banjul, The Gambia	Embassy
Barcelona, Spain	Consulate General
Beijing, China*	Embassy
Beirut, Lebanon	Embassy

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Belfast, Northern Ireland, U.K.	Consulate General
Belgrade, Serbia Montenegro*	Embassy
Belize City, Belize	Embassy
Berlin, Federal Rep. of Germany	Embassy
Bern, Switzerland*	Embassy
Bishkek, Kyrgyzstan	Embassy
Bissau, Guinea-Bissau	Embassy
Bogota, Colombia*	Embassy
Brasilia, Brazil*	Embassy
Bratislava, Slovak Republic	Embassy
Brazzaville, Republic of the Congo	Embassy
Bridgetown, Barbados*	Embassy
Brussels, Belgium*	Embassy
Brussels, Belgium	USNATO
Bucharest, Romania*	Embassy
Budapest, Hungary*	Embassy
Buenos Aires, Argentina*	Embassy
Bujumbura, Burundi	Embassy

C

Cairo, Egypt*	Embassy
Calcutta, India	Consulate General
Calgary, Canada	Consulate General
Canberra, Australia*	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela*	Embassy
Casablanca, Morocco	Consulate General
Chengdu, China	Consulate General
Chennai (Madras), India*	Consulate General
Chiang Mai, Thailand	Consulate General
Chisinau, Moldova	Embassy
Ciudad Juarez, Mexico*	Consulate General
Cluj-Napoca, Romania	Branch Office
Colombo, Sri Lanka*	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark*	Embassy

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Cotonou, Benin*	Embassy
Curacao, Netherlands Antilles	Consulate General

D

Dakar, Senegal*	Embassy
Damascus, Syria*	Embassy
Dar Es Salaam, Tanzania*	Embassy
Dhahran, Saudi Arabia*	Consulate General
Dhaka, Bangladesh*	Embassy
Djibouti, Djibouti*	Embassy
Doha, Qatar	Embassy
Dubai, United Arab Emirates	Consulate General
Dublin, Ireland*	Embassy
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Dusseldorf, Federal Rep. of Germany	Consulate General

E

Edinburgh, Scotland, U.K.	Consulate General
--------------------------------	-------------------

F

Florence, Italy	Consulate General
Frankfurt Am Main, Federal Rep. of Germany** ...	Consulate General
Freetown, Sierra Leone	Embassy
Fukuoka, Japan	Consulate

G

Gaborone, Botswana*	Embassy
Geneva, Switzerland*	European of the UN
Georgetown, Guyana*	Embassy
Guadalajara, Mexico	Consulate General
Guangzhou, China	Consulate General
Guatemala City, Guatemala*	Embassy
Guayaquil, Ecuador	Consulate General

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

** American Consulate General, Frankfurt has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer.

H

Halifax, Canada	Consulate General
Hamburg, Federal Rep. of Germany	Consulate General
Hamilton, Bermuda	Consulate General
Hanoi, Vietnam*	Embassy
Harare, Zimbabwe*	Embassy
Havana, Cuba	USINT
Helsinki, Finland*	Embassy
Hermosillo, Mexico	Consulate
Ho Chi Minh City, Vietnam	Consulate General
Hong Kong, Hong Kong*	Consulate General

I

Islamabad, Pakistan*	Embassy
Istanbul, Turkey*	Consulate General

J

Jakarta, Indonesia*	Embassy
Jeddah, Saudi Arabia*	Consulate General
Jerusalem, Jerusalem	Consulate General
Johannesburg, South Africa	Consulate General

K

Kampala, Uganda*	Embassy
Karachi, Pakistan*	Consulate General
Kathmandu, Nepal*	Embassy
Khartoum, Sudan	Embassy
Kiev, Ukraine*	Embassy
Kigali, Rwanda*	Embassy
Kingston, Jamaica*	Embassy
Kinshasa, Dem. Rep. of the Congo	Embassy
Kolonia, Micronesia	Embassy
Koror, Palau	Embassy
Krakow, Poland	Consulate General
Kuala Lumpur, Malaysia*	Embassy
Kuwait, Kuwait*	Embassy

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

L

La Paz, Bolivia*	Embassy
Lagos, Nigeria*	Embassy
Lahore, Pakistan	Consulate General
Leipzig, Federal Rep. of Germany	Consulate General
Libreville, Gabon*	Embassy
Lilongwe, Malawi*	Embassy
Lima, Peru*	Embassy
Lisbon, Portugal*	Embassy
Ljubljana, Slovenia	Embassy
Lome, Togo*	Embassy
London, England, U.K.*	Embassy
Luanda, Angola	Embassy
Lusaka, Zambia*	Embassy
Luxembourg, Luxembourg	Embassy
Lyon, France	Consulate

M

Madrid, Spain*	Embassy
Majuro, Marshall Islands	Embassy
Managua, Nicaragua*	Embassy
Manama, Bahrain	Embassy
Manila, Philippines*	Embassy
Maputo, Mozambique	Embassy
Marseille, France	Consulate General
Martinique, French Caribbean Dept.	Consular Agency
Maseru, Lesotho	Embassy
Matamoros, Mexico	Consulate
Mbabane, Swaziland	Embassy
Melbourne, Australia	Consulate General
Merida, Mexico	Consulate
Mexico City, D.F., Mexico*	Embassy
Milan, Italy	Consulate General
Minsk, Belarus	Embassy
Monrovia, Liberia	Embassy
Monterrey, Mexico	Consulate General

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Montevideo, Uruguay*	Embassy
Montreal, Canada*	Consulate General, ICAO
Moscow, Russia*	Embassy
Mumbai, India	Consulate General
Munich, Federal Rep. of Germany	Consulate General
Muscat, Oman*	Embassy

N

N'Djamena, Chad*	Embassy
Nagoya, Japan	Consulate
Naha, Japan	Consulate General
Nairobi, Kenya*	Embassy, UNEP
Naples, Italy	Consulate General
Nassau, The Bahamas*	Embassy
New Delhi, India*	Embassy
New York, N.Y.	USUN
Niamey, Niger*	Embassy
Nicosia, Cyprus*	Embassy
Nogales, Mexico	Consulate
Nouakchott, Mauritania*	Embassy
Nuevo Laredo, Mexico	Consulate

O

Osaka-Kobe, Japan	Consulate General
Oslo, Norway*	Embassy
Ottawa, Canada*	Embassy
Ouagadougou, Burkina Faso*	Embassy

P

Panama City, Panama	Embassy
Paramaribo, Suriname	Embassy
Paris, France*	Embassy, UNESCO, USOECD
Perth, Australia	Consulate General
Peshawar, Pakistan*	Consulate
Phnom Penh, Cambodia	Embassy

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Ponta Delgada, Azores, Portugal	Consulate
Port Louis, Mauritius	Embassy
Port Moresby, Papua New Guinea	Embassy
Port-au-Prince, Haiti	Embassy
Port-of-Spain, Trinidad and Tobago*	Embassy
Prague, Czech Republic*	Embassy
Praia, Cape Verde	Embassy
Pristina, Serbia-Montenegro	Liaison Office
Pretoria, South Africa*	Embassy

Q

Quebec, Canada	Consulate General
Quito, Ecuador*	Embassy

R

Rabat, Morocco*	Embassy
Rangoon, Burma*	Embassy
Recife, Brazil	Consulate
Reykjavik, Iceland	Embassy
Riga, Latvia	Embassy
Riyadh, Saudi Arabia*	Embassy
Rome, Italy*	Embassy, FODAG

S

San Jose, Costa Rica*	Embassy
San Salvador, El Salvador*	Embassy
Sanaa, Yemen Arab Republic*	Embassy
Santiago, Chile*	Embassy
Santo Domingo, Dominican Republic*	Embassy
Sao Paulo, Brazil*	Consulate General
Sapporo, Japan	Consulate General
Sarajevo, Bosnia-Herzegovina	Embassy
Seoul, Korea*	Embassy
Shanghai, China	Consulate General
Shenyang, China	Consulate General
Singapore, Singapore	Embassy

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Skopje, Macedonia	Embassy
Sofia, Bulgaria	Embassy
St. George's, Grenada	Embassy
St. Petersburg, Russia	Consulate General
Stockholm, Sweden*	Embassy
Strasbourg, France	Consulate General
Surabaya, Indonesia	Consulate General
Suva, Fiji	Embassy
Sydney, Australia	Consulate General

T

Tallinn, Estonia	Embassy
Tashkent, Uzbekistan*	Embassy
Tbilisi, Georgia	Embassy
Tegucigalpa, Honduras*	Embassy
Tel Aviv, Israel*	Embassy
The Hague, Netherlands	Embassy
Thessaloniki, Greece*	Consulate General
Tijuana, Mexico	Consulate General
Tirana, Albania	Embassy
Tokyo, Japan*	Embassy
Toronto, Canada*	Consulate General
Tunis, Tunisia	Embassy

U,V

Ulaanbaatar, Mongolia	Embassy
Valletta, Malta	Embassy
Vancouver, Canada	Consulate General
Vatican City, The Holy See	Embassy
Vienna, Austria*	Embassy, OSCE, UNVIE
Vientiane, Laos	Embassy
Vilnius, Lithuania	Embassy
Vladivostok, Russia	Consulate General

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

W, X, Y, Z

Warsaw, Poland*	Embassy
Washington, D.C.	USOAS
Wellington, New Zealand	Embassy
Windhoek, Namibia*	Embassy
Yaounde, Cameroon*	Embassy
Yekaterinburg, Russia	Consulate General
Yerevan, Armenia	Embassy
Zagreb, Croatia	Embassy

Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the *Key Officers of Foreign Service Posts* booklet (Department of State Publication 10556). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-3.

The *Key Officers of Foreign Posts* booklet referenced in the Mailing Address Form may be accessed on Internet via the Department of State Foreign Affairs Network (DOSFAN). To access DOSFAN:

WWW: <http://www.State.gov>

* Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Section B

- **Memo to Small, Disadvantaged, and Female (SD&F) Business Owners**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Page B-2 is blank, no folio.

Memo to Small, Disadvantaged, and Women Business Owners

The mission of the Department of State is to advance U.S. objectives and interests through formulating, representing and implementing the President's foreign policy. It promotes and protects the interests of Americans by:

- Managing diplomatic relations with other nations and international institutions;
- Promoting peace and stability in regions of vital interest;
- Promoting U.S. business interests abroad;
- Providing services to Americans living or traveling overseas.

The Department of State purchases approximately \$1 billion annually in goods and services, to support its global mission. The mission of the Department of State's Office of Small and Disadvantaged Business Utilization is to ensure that a fair share of our acquisitions are awarded to small, disadvantaged, and women-owned firms. Our procurement needs cover an array of products and services including office furniture and furnishings; information technology hardware, software and support services; transportation, export packing and shipping services; architect/engineer and construction services; leased satellite circuit and support services; and much more. The acquisitions may be awarded to fill a one-time need, or be of a recurring nature.

The Office of Small and Disadvantaged Business Utilization (OSDBU) locates qualified small, disadvantaged and women-owned firms in a variety of ways. We maintain close liaison with local offices of the Small Business Administration and frequently use SBA's Internet-based database known as **PRO-Net** to identify potential sources. We participate in various federal procurement conferences around the country, sponsored by Congresspersons, trade associations, chambers of commerce, and other federal, state and local agencies. We also provide one-to-one counseling to small businesses, upon request. Since the Department's mission is international, we do not maintain domestic regional offices. The OSDBU is headquartered in Rosslyn, Virginia and has sole oversight for the Department's small business advocacy program worldwide.

The Department's OSDBU screens all new acquisitions over the simplified acquisition threshold (currently \$100,000) processed by our domestic acquisitions offices (see pages A-3 through A-7) to determine their suitability for preferential procurement action (small business or 8(a) set-asides). In this way, we continually strive to assure that small businesses maintain a fair share of the Department's acquisition spending.

In order to lessen the need for small businesses to register in every agency's database, beginning in CY-2000, State Department's Office of Small and Disadvantaged Business Utilization (OSDBU) has migrated from using its in-house database of vendors (VPS) to reliance on the U.S. Small Business Administration's *PRO-Net*TM. Firms wishing to do business with the Department of State can register in *PRO-Net*TM by accessing <http://pro-net.sba.gov>, then selecting "register." *PRO-Net*TM makes small business profiles available to federal, state and local government officials as well as private sector businesses looking for subcontractors or teaming arrangements. In order to maximize the usefulness of your profile to State/OSDBU and other *PRO-Net*TM users, please be thorough by completing all data fields in the *PRO-Net*TM profile.

*PRO-Net*TM is not a bidders' mailing list application. State/OSDBU promotes use of *PRO-Net*TM extensively to contracting officers, purchasing agents and end-users as a tool to locate vendor sources. However, the Department of State does not have one central vendor database system, so vendors must still market to domestic acquisition and program officials with whom it seeks to do business. For competitive acquisitions over the simplified acquisition threshold, mailing lists are created from responses to individual COMMERCE BUSINESS DAILY (CBD) advertisements. Vendors can access the CBD on the Internet at no cost. The URL address for the CBD is <http://cbdnet.gpo.gov>.

If there are questions concerning the Department's OSDBU program, please call Durie N. White, (703) 875-6822; Gregory Mayberry, (703) 875-6823; Shap Drisko, (703) 875-4240; Linda Taylor, (703) 516-1953; or Anthony Jones, (703) 875-6881. For matters related to overseas A&E or construction services, contact Louis Pruitt on (703) 875-6586.

Sincerely,

Durie White
Operations Director
Office of Small and Disadvantaged Business Utilization

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Women in Business Representatives

Department of Agriculture
14th & Independence Ave., S.W.
Room 127W

Washington, D.C. 20250
Telephone: (202) 720-7117
FAX: (202) 720-3001

Attn: Ms. Sharon Harris

Director, OSDBU: <http://www.usda.gov/da/smallbus:htm>

Ms. Stella Hughes
(202) 720-7117

Department of the Air Force
The Pentagon, Room E271
Washington, D.C. 20330-1000
Telephone: (703) 697-1950
FAX: (703) 614-9266

Attn: Mr. Anthony DeLuca

Director, OSDBU: <http://www.safsb.hq.af.mil/>

Ms. Judy Schlott
(703) 697-1950

Department of the Army
The Pentagon, Room 2A712
Washington, D.C. 20310-0106
Telephone: (703) 697-2868
FAX: (703) 693-3898

Attn: Ms. Tracy Pinson

Director, OSDBU: <http://www.dtic.mil/amc/smlbus/indexsb.html>

Ms. Sarah Cross
(703) 697-2868

Department of Commerce
14th Street & Constitution Ave., NW.
Room 6411

Washington, D.C. 20230
Telephone: (202) 482-1472
FAX: (202) 482-0501

Attn: Mr. T. J. Garcia

Director, OSDBU: <http://www.osec.doc.gov/osdbu>

Ms. Brenda Black
(202) 482-1472

Departments

Women in Business Representatives

Department of Defense

1777 N. Kent St.

Ste. 9100

Arlington, VA 22209

Telephone: (703) 588-8631

FAX: (703) 588-7561

Attn: Mr. Robert Neal

Director, OSDBU: <http://www.acq.osd.mil/sadbu>

Ms. Janet Koch

(703) 588-8618

Department of Education

600 Independence Avenue, S.W.

Room 3120, ROB-3

Washington, D.C. 20202-0521

Telephone: (202) 708-9820

FAX: (202) 401-6477

Attn: Ms. Viola Jaramillo

Director, OSDBU: <http://gcs.ed.gov/coninfo/booklet1.htm>

Ms. Viola Jaramillo

(202) 708-9820

Department of Energy (BU-1)

1000 Independence Ave., S.W.

Washington, D.C. 20585

Telephone: (202) 586-4620

FAX: (202) 586-5488

Attn: Ms. Brenda DeGraffenreid

Director, OSDBU: <http://www.pr.doc.gov/prbus.html>

Ms. Marcia Haynes

(202) 586-6933

Department of Health and Human Services

200 Independence Ave., S.W.

Room 517D

Washington, D.C. 20201

Telephone: (202) 690-7300

FAX: (202) 690-8772

Attn: Mr. Verl Zanders

Director, OSDBU: <http://www.dhhs.gov>

Ms. Angel Graves

(202) 690-6670

Department of Housing and Urban

Development

7th & D Streets, S.W.

Room 3130

Washington, D.C. 20410

Telephone: (202) 708-1428

FAX: (202) 708-7642

Attn: Mr. Joseph Piljay: <http://www.hud.gov/ctshome.html>

Mr. Joseph Piljay

(202) 708-1428

Departments

Women in Business Representatives

Department of the Interior
18th & C Streets, N.W. Room 2727
Washington, D.C. 20240
Telephone: (202) 208-3493
FAX: (202) 208-5048: <http://ns.ics.doi.gov/osdbu/index.html>
Attn: Mr. Robert Faithful
Director, OSDBU

Ms. Doris Sanford
(202) 208-7437

Department of Justice
Ariel Rios Building
12th & Penn. Avenue
Room 3235
Washington, D.C. 20530
Telephone: (202) 616-6596
FAX: (202) 616-1717
Attn: Mr. Joseph Ken Bryan

Ms. Eleanor Geary
(202) 616-6596

Director, OSDBU: http://www.usdoj.gov/jmd/pss/home_osd.htm

Department of Labor
200 Constitution Ave., N.W.
Room C2318 200
Washington, D.C. 20210
Telephone: (202) 219-9148
FAX: (202) 219-9167
Attn: Ms. June Robinson

Ms. Elaine Murrell
(202) 219-9151

Director, OSBMA: <http://www.dol.gov/dol/oasam/public/grants/main.htm>

Department of the Navy
Washington Navy Yard, Bldg. 36
901 M Street, S.E.
Washington, D.C. 20374-5015
Telephone: (202) 685-6485
FAX: (202) 685-6865
Attn: Ms. Nancy Tarrant

Ms. Nancy Tarrant or
Jeanne Krug
(202) 685-6485

Director, OSDBU: <http://www.onr.navy.mil>

Department of State
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6822
FAX: (703) 875-6825
Attn: Mrs. Durie White

Ms. Linda Taylor
(703) 516-1953

Operations Director, OSDBU: <http://www.Statebuy.inter.net/home.htm>

Departments

Women in Business Representatives

Department of Transportation
400 – 7th Street, S.W., Room 9410

Washington, D.C. 20590

Telephone: (202) 366–1930

FAX: (202) 366–7228

Attn: Ms. Luz A. Hopewell

Director, OSDDBU: <http://www.dot.gov/ost/osdbu/>

Ms. Pat L. Hodge

(202) 366–1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.

Room 6100 Annex

Washington, D.C. 20220

Telephone: (202) 622–0530

FAX: (202) 622–4963

Attn: Mr. Kevin Boshears

Acting Director, OSDDBU: <http://www.ustreas.gov/treasury/bureaus/sba>

Ms. Mary Ellen Dorsey

(202) 622–0530

Department of Veterans Affairs

801 I Street, N.W., Rm. 1221

Washington, D.C. 20005

Telephone: (202) 565–8124

FAX: (202) 565–8156

Attn: Mr. Scott Denniston

Director, OSDDBU (005SB): <http://www.va.gov/oa&mm/busopp.htm>

Ms. Gayle Wegner

(202) 565–8124

Independent Agencies

Women in Business Representatives

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 606-5150
FAX: (202) 606-5126
Attn: Ms. Donna Darlington
Director, Procurement Grants

Ms. Jean McCamley
(202) 606-4812

Agency for International Development
1300 Pennsylvania Ave. N.W., Rm. 7.8-E
Washington, D.C. 20523-1414
Telephone: (202) 712-1500
FAX: (202) 216-3056
Attn: Mr. Ivan Ashley
Director, OSDPU: <http://www.info.usaid.gov/business/>

Ms. Betty Briscoe
(202) 712-1500

Board of Broadcasting Governors
Room 2517, HHS-South
330 C Street, S.W.
Washington, D.C. 20547
Telephone: (202) 619-2946
Attn: Mr. Gary C. Hosford
Director, OSDPU

Defense Logistics Agency
DDAS, 8725 John J. Kingman, Ste. 2533
Ft. Belvoir, VA 22060-6221
Telephone: (703) 767-1650
FAX: (703) 767-1670
Attn: Mr. Lloyd C. Alderman
Director, OSDPU: http://www.dla.mil/dla_bus.htm

Ms. Patricia Cleveland
(703) 767-1652

Environmental Protection Agency
401 M Street, S.W. Code 1230
Washington, D.C. 20460
Telephone: (202) 564-4100
FAX: (202) 501-0756
Attn: Ms. Jeanette Brown
Director, OSDPU: <http://www.epa.gov/oam/>

Ms. Trina Porter
(202) 564-4322

Independent Agencies

Women in Business Representatives

Executive Office of the President
Room 5013, NEOB
Washington, D.C. 20503
Telephone: (202) 395-7669
FAX: (202) 395-1155
Attn: Ms. Thelma Toler
Director, OSDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W. Room 1017
Washington, D.C. 20571
Telephone: (202) 565-3341
FAX: (202) 565-3319
Attn: Ms. Jacqueline Dennis
Director, OSDBU

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room H700
Washington, D.C. 20580
Telephone: (202) 326-2258
FAX: (202) 326-2050
Attn: Ms. Jean Sefchick
Director, OSDBU

Ms. Barbara Lorette
(202) 326-2260

General Services Administration
18th and F Streets, N.W., Room 6029
Washington, D.C. 20405
Telephone: (202) 501-1021
FAX: (202) 208-5938
Attn: (Vacant)
Director, Ofc. of Enterprise Dev: <http://www.gsa.gov/pubs/dbgsa/dbgsa.htm>

Ms. Elizabeth Ivey
(202) 501-4466

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3119
Washington, D.C. 20423
Telephone: (202) 927-7597
FAX: (202) 927-5158
Attn: Mr. Dan King
Director, OSDBU

Mr. Dan King
(202) 927-7597

Independent Agencies

Women in Business Representatives

National Aeronautics and Space
Administration

300 E St., S.W. Room 1T70

Washington, D.C. 20546

Telephone: (202) 358-2088

FAX: (202) 358-3261

Attn: Mr. Ralph Thomas, III

Assoc. Administrator, OSDBU: <http://www.hq.nasa.gov/office/codek>

Ms. Vernell Jackson
(202) 358-2088

National Science Foundation

4201 Wilson Blvd.

Arlington, VA 22230

Telephone: (703) 306-1330

FAX: (703) 306-0337

Attn: Mr. Donald Senich

Director, OSDBU

(Vacant)
Call Director

Nuclear Regulatory Commission

Room 7217, MNBB

Washington, D.C. 20555

Telephone: (301) 415-7381

FAX: (301) 415-5953

Attn: Ms. Irene Little

Director, OSDBU: <http://www.nrc.gov/NRC/contract.html>

Ms. Barbara Williams
(301) 415-7381

Office of Personnel Management

1900 E Street, N.W.

Room 2351

Washington, D.C. 20415

Telephone: (202) 606-2180

FAX: (202) 606-1464

Attn: Ms. Vivian Bethea

Acting Director, OSDBU

(Vacant)
Call Director

Railroad Retirement Board

1310 G St., N.W., Suite 500

Washington, D.C. 20036

Telephone: (202) 272-7742

FAX: (202) 272-7728

Attn: Ms. Marian P. Gibson

Director, OSDBU

Independent Agencies

Smithsonian Institution
915 L'Enfant Plaza, S.W.
Washington, D.C. 20560
Tel. (202) 287-3508
FAX (202) 287-3492
Attn: Mr. Mauricio Vera

Program Manager, OSDBU: <http://www.si.edu/>

U.S. Government Printing Office
Small/Disadvantaged Business Program Office
732 North Capitol Street, NW.
Washington, D.C. 20401
Tel. (202) 512-1365

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Room 3641
Washington, D.C. 20260-5616
Telephone: (202) 268-6578
FAX: (202) 268-6573
Attn: Ms. Evelyn Hill

Mgr., Supplier Diversity: <http://www.usps.gov/business/>

Women in Business Representatives

Ms. Evelyn Hill,
CPCM
(202) 268-6578

Other Liaison Offices

Army-Air Force Exchange Service (AAFES)
Purchase Directorate
P.O. Box 660202
Dallas, TX 75266-0202
Telephone: (214) 312-3571

Defense Commissary Agency
East Service Center
ATTN: ES-AM
Bldg. P11200, 38th St. & E Ave.
Fort Lee, VA 23801-6330
Telephone: (804) 734-3834

Defense Commissary Agency
West Service Center
ATTN: WS-AM
Bldg. 3184
Kelly AFB, TX 78241-6290
Telephone: (512) 925-8231/6933

Independent Agencies

Women in Business Representatives

Office of Federal Procurement Policy
725 17th Street, N.W.
Room 9025
Washington, D.C. 20503
Telephone: (202) 395-6811
FAX: (202) 395-5105
Attn: Mr. Michael Gerich
Deputy Associate Administrator for
Policy Development: <http://www.arnet.gov>

Minority Business Development Agency
U.S. Department of Commerce
14th St. & Constitution Avenue, N.W.
Room 5053
Washington, D.C. 20230
Telephone: (202) 482-5061
FAX: (202) 482-5117
Attn: Mr. Courtland Cox
Director: <http://www.doc.gov/agencies/mbda>

Minority Business Development Agency
U.S. Department of Commerce
14th St. & Constitution Avenue, N.W.
Room 5096
Washington, D.C. 20230
Telephone: (202) 482-1715
FAX: (202) 482-5117
Attn: Mr. Raul Quiros
Chief, Public Sector

Procurement Technical Assistance Center Program
GMU Entrepreneurship Center
4400 University Drive
Fairfax, VA 22030
Telephone: (703) 277-7750
FAX: (703) 352-8195
Attn: Mr. James Regan
Director
1) <http://www.gmu.edu/gmu/PTAP>
2) <http://www.sbdc.org>

Independent Agencies

Women in Business Representatives

Small Business

Development Center

Howard University

2600 Sixth Street, NW., Room 125

Washington, D.C. 20059

Telephone: (202) 806-1550

Attn: Mr. Woodrow McCutchen, Director: <http://www.cldc.howard.edu/husbdc>

Small Business Administration

409 3rd Street, S.W.

8th Floor

Washington, D.C. 20416

Telephone: (202) 205-6460

FAX: (202) 205-7064

Attn: Barry Meltz, <http://www.sba.gov>

Corinne Sisneros

(202) 205-7624

* * * * *

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.

Section C

- **Subcontracting Opportunities**



Subcontracting Opportunities

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities. Company names followed by an asterisk represent those with the largest dollar value contracts at the Department of State.

Possible Prime Contractors Offering Subcontracting Opportunities

Abacus Technology Corp.
5454 Wisconsin Ave., Ste. 1100
Chevy Chase, MD 20815
Contact: Ms. Sharon Church
(301) 907-2459
Contract: S-OPRAQ95C0653

The American Institute in Taiwan
7 Lane 134 Hisan Yi Road
Section 3
Taipei, Taiwan
Contact: Mr. Jack Ferguson, Chief,
Management Services Section

American Institutes for Research
3333 K Street, N.W.
Washington, DC 20007
Contact: Mr. T. Jesulaitis
(202) 342-5031
Contract: S-OPRAQ97C0045

AT&T
1120 20th St. N.W.
5th Floor
Washington, DC 20036
Contact: Mr. Chris Hunady
(202) 663-3307
Contract: N00600-94-0344

Bantec Technologies
5898 Condor Drive
Moorpark, CA 93021-2601
Contact: Mr. Mark Schneider
(805) 529-1500
Contract: 0000-125066

Subcontracting Opportunities Available

Consultants, travel svcs.

Various subcontracting opportunities

Misc. consulting and travel services

Various subcontracting opportunities related to telephone equipment and services

Hardware maintenance support encompassing ADP production resources

**Possible Prime Contractors Offering
Subcontracting Opportunities**

Brown & Root Services

1611 North Kent St.

Ste. 508

Arlington, VA 22209

Contact: Mr. Mike Marcelis

(703) 469-1670

Contract: S-FBOAD99D0016

BTG, Inc.*

1945 Old Gallows Rd.

Vienna, VA 22182

Contact: Mr. Rowland M. Hill

(703) 556-6518

Contract: S-OPRAQ97D0608

Buchart-Horn, Inc.

44 W. Philadelphia Street

P.O. Box 15040

York, PA 17405-7040

Contact: Mr. Raymond K. Best

(800) 274-2224

Contract: S-FBOAD98D0011

Computer Based Systems, Inc.*

2750 Prosperity Ave., Ste. 300

Fairfax, VA 22301

Contact: Mr. Daniel S. Ryan

(703) 849-8080

Contract: S-OPRAQ95D0673

Computer Sciences Corporation*

3170 Fairview Park Drive

Falls Church, VA. 22042

Contact: Mr. Jeff Lee

Contract: S-OPRAQ97D0009

Contract: S-OPRAQ94D0508

COMSAT General Corp.

45250 Severn Way

Sterling, VA 20166

Contact: Mr. James King, Jr.

(703) 450-7020

Contract: S-DTSPO96F4028

**Subcontracting
Opportunities Available**

Security Upgrades

Various hardware products
and travel arrangements

support services

Various subcontracting
opportunities

Various subcontracting
opportunities related to
program and systems services
Various subcontracting
opportunities related to
Info. Tech. Support

Commercial plan

Possible Prime Contractors Offering Subcontracting Opportunities

Consolidated Engineering Services

2345 Crystal Dr., Ste. 1000

Arlington, VA 22202

Contact: Mr. William Davis

(703) 769-1377

Contract: S-OPRAQ98D0048

Davis Brody Bond, LLP

315 Hudson Street

New York, NY 10013

Contact: Steven Gifford

(212) 633-4771

Contract: S-FBOAD98D0007

DynCorp, Enterprise Management

7500 Boston Blvd.

Springfield, VA 22152

Contact: Mr. Ed Ferry

(703) 912-8524

Contract: S-OPRAQ-97-D0604

Contract: S-OPRAQ-95-C0675

DynCorp

DoS Air Wing/INM

Bldg. 985, P.O. Box 4338

Patrick AFB, FL 32925

Contact: Mr. John Harlin

(817) 732-4481 ext. 248

Contract: S-OPRAQ-98-C0051

Einhorn Yaffee Prescott

P.O. Box 617

Broadway at Beaver St.

Albany, NY 12201

Contact: Ms. Barbara A. Reuter

(518) 431-3364 or 431-3300

Contract: S-FBOAD97D0016

Subcontracting Opportunities Available

Misc. product and service
support

Energy surveys at
Foreign Service posts

Misc. travel related
services

Misc. visa and travel
services

Misc. supplies,
equipment and services

Various architect/engineering
support services

**Possible Prime Contractors Offering
Subcontracting Opportunities**

**Subcontracting
Opportunities Available**

Federal Cartridge Company

900 Ehlen Drive

Anoka, MN 55303

Contact: Purchasing Manager

(612) 323-2515

Contract: S-OPRAQ-98-D-0125

Raw materials and
cleaning supplies

Graebel Movers, Inc.

4607-A Eisenhower Ave.

Alexandria, VA 22304

Contact: Mr. Marc Van Kley

(703) 370-8900

Contract: S-OPRAQ96C0582

Misc. supplies and services

GTE Gov't Systems*

Information Systems Division

15000 Conference Center Drive

Chantilly, VA 22021-3808

Contact: Mr. John McMullen, Jr.

(508) 880-4646

Contract: S-OPRAQ95D0594

Misc. installation materials

Halifax Engineering, Inc.

5250 Cherokee Avenue

Alexandria, VA 22312

Contact: (703) 750-2202

Contract: S-OPRAQ93C0058

Various subcontracting
opportunities

Hilddrup Moving & Storage

4022 Jefferson Davis Hwy.

Stafford, VA 22554

Contact: Mr. John Warlick

(703) 221-7155

Contract: S-OPRAQ96C0578

Misc. supplies and services

IBM Global Government Industry

6300 Diagonal Highway

Boulder, Colorado, 80301-9191

(303) 939-8907

Contract: S-OPRAQ99D0100

Possible Prime Contractors Offering Subcontracting Opportunities

Inter-Con

900 S. Garfield Ave.
Alhambra, CA 91801-4441
Contact: Mr. Michael Placido
(213) 283-2732
Contract: S-OPRAQ96D0569

Intermodel, Inc.

9308 N.W. 13th Street
Miami, FL 33172
Contact: (305) 591-2419
Contract: S-OPRAQ95C0536

ITT Federal Services Corporation

One Gateway Plaza, 1330 Inverness Dr.
P.O. Box 15012
Colorado Springs, CO 80935-5012
Contact: G. Evans
(719) 574-5850(x230)
Contract: S-OPRAQ95C0589

J.A. Jones Construction

J.A. Jones Drive
Charlotte, NC 28287
Contact: Mike L. Fitzgerald
(704) 553-3499
Contract: S-FBOAD99C0060
S-FBOAD99C0053

Kling Lindquist

1211 Connecticut Avenue, NW, Ste. 600
Washington, DC
Contact: John E. Robinson, Jr.
(202) 785-5800
Contract: S-FBOAD98D0012

Law Engineering & Environmental Services, Inc.

22455 Davis Drive, Ste. 100
Sterling, VA 20164
Contact: Mr. Thomas Swartz
(703) 404-7000
Contract: S-FBOAD94D0005

Subcontracting Opportunities Available

Misc. products in
support of guard services

Various subcontracting
opportunities related to
consolidated receiving point

Various construction
opportunities

Various engineering
support services

Various engineering services

Possible Prime Contractors Offering Subcontracting Opportunities

Logicon, Inc.

2100 Washington Blvd.
Arlington, VA 22204-5710
Contact: Ms. S.M. Daniel
(703) 318-7489 x307
Contract: S-OPRAQ97D0005

ManTech Strategic Assoc., Ltd.

12015 Lee Jackson Memorial Hwy.
Suite 700
Fairfax, VA 22033-3338
Contact: Barbara Wilbur
(703) 814-4237
Contract: S-OPRAQ95C0176

MCI/Worldcom

701 S. 12th Street
Arlington, VA 22202
Contact: Ms. V. C. Davis
(703) 414-6283
Contract: S-DTSP096D2004
Contract: S-DTSP096C0060

Mitretek Corporation

7525 Colshire Drive temp. svcs.
McLean, VA 22102
Contact: Mr. Gary Hand
(703) 610-1859
Contract: S-OPRAQ98D0029

Morrison Knudsen Corp.

7164 Columbia Gateway Dr.
Columbia, MD 21046
Contact: Frank Mastell
(410) 290-0660
Contract: S-FBOAD98C0008
S-FBOAD99C0048

Motorola, Inc.

1301 East Algonquin Rd.
Schaumburg, IL 60196
Contact: Elizabeth Manfield
(708) 576-4331
Contract: S-OPRAQ95C0521

Subcontracting Opportunities Available

Various computer related
supplies and services

Misc. travel related
services

Commercial plan

Misc. hardware/software,
and office equipment
& furnishings

Various construction
opportunities

Various subcontracting
opportunities

Possible Prime Contractors Offering Subcontracting Opportunities

MPRI

1201 East Abingdon Dr.,
Ste. 425

Alexandria, VA 22314

Contact: Mr. Robert D. Wood

(703) 684-0853

Contract: S-OPRAQ94C0406

MSC Specialty Films, Inc.

13770 Automobile Blvd.

Clearwater, FL 33762

Contact: Mr. G. Nick Routh

(813) 540-1602 or (800) 282-9031

Contract: S-FBOAD99D0013

The Orkand Corporation

8484 Georgia Ave., Suite 1000

Silver Spring, MD 20910

Contact: Mr. Anthony Schulien

(301) 585-8480

Contract: S-OPRAQ95D0501

Contact: Ms. Judith-Anne Martin

(703) 610-4200

Contract: S-OPRAQ97D0132

Pacific A & E

1601 N. Kent St., Ste. 900

Arlington, VA 22209

Contact: Ms. Janet Oliver

(703) 243-6464

Contract: S-OPRAQ97C0033

Contract: S-OPRAQ96C0536

Perini Corporation

73 Mt. Wayne Ave.

Framingham, MA 01701-9160

Contact: Mr. Joseph Andre

(508) 628-2000

Contract: S-FBOAD99D0017

Subcontracting Opportunities Available

Various opportunities
for development and printing
of publicity materials

Shatter-resistant window
film

Various subcontracting
opportunities related to
ADP software support services

Misc computer & ofc. supplies
and services; travel services

Various subcontracting
opportunities

Security upgrades, worldwide

Possible Prime Contractors Offering Subcontracting Opportunities

Reynolds, Smith, Hills, Inc.
4651 Salisbury Road, Ste. 400
Jacksonville, FL 32256-0901
Contact: Ms. Diane Faulkner
(904) 296-2000
Contract: S-FBOAD98D0003

Ronco Consulting Corporation
2301 M. St., N.W., Ste. 400
Washington, DC 20037
Contact: E. Lawrence
(202) 785-2791
Contract: S-LMAQM99R0083

Siemens ElectroCom L.P.
2910 Avenue F
Contact: Mr. Billy Tyler
(817) 695-5087
Contract: S-OPRAQ98C0092

Sprint
P.O. Box 8568
Kansas City, MO 64114
Contact: Terry Smelcer
(816) 854-5316
Contract: S-DTSP094C2030

Statistica
800 S. Fredrick Ave., Ste. 204
Gaithersburg, MD 20877
Contact: Ms. Julie Lee
(301) 926-9000
Contract: S-OPRAQ94C0492
Contact: Mr. David Karish
(301) 926-9000
Contract: S-OPRAQ97D0133

Subcontracting Opportunities Available

Energy surveys at
Foreign Service posts

Service and materials
purchases for demining

Commercial plan

Various subcontracting
opportunities

**Possible Prime Contractors Offering
Subcontracting Opportunities**

3M Corporation

3M Center Bldg., 224-IN-04

St. Paul, MN 55144-1000

Contact: Mr. James Anderson

(651) 733-4407

Contract: S-FBOAD99D0012

Thermo Digital Technologies

490 L'Enfant Plaza East, Ste. 7170

Washington, DC 20024

Contact: Mr. Pat Aquino

202-484-5090

Contract: S-OPRAQ98D0077

TRW

Systems Division

One Federal Systems Park Drive

Fairfax, VA 22033

Contact: Ms. Pat Austin

(703) 968-1244

Contract: S-OPRAQ97C0008

Tri-Ark Industries Inc.

509 Lakeside Drive

Southampton, PA 18966

Contact: Ms. Regina Danko

(215) 364-6250

Contract: S-OPRAQ99D0051

Unisys

8008 Westpark Dr.

McLean, VA 22102

Contact: Mr. Murray J. Schooner

(703) 556-5822s

Contract: S-OPRAQ95D0532

Contract: S-MOFMA97C0001

**Subcontracting
Opportunities Available**

Shatter-resistant window film

Various subcontracting
opportunities

Various janitorial supplies
equipment, and labor services

Various hardware, software,
etc.

**Possible Prime Contractors Offering
Subcontracting Opportunities**

Xerox Special Information Sys.

250 North Halstead St.

P.O. Box 7018

Pasadena, CA 91109

Contact: Mr. Peter A. Brause

(818) 351-4419

Contract: S-OPRAQ95C0588

**Subcontracting
Opportunities Available**

Various electronic components
and assemblies and metal
work

In May 1999 the State Department prequalified twenty large and small firms to provide design services for New Office Buildings (NOB) compounds worldwide based on solicitation S-FBOAD99R0018. The prequalification list will remain in effect for three years. Competitions for NOB design work will be limited to these twenty pre-qualified firms who have been sponsored for security clearances. To view the list of twenty firms, please visit our website at www.statebuy.gov/home.htm.

Section D

- **Contacts for Trade and Investment-Related Issues**

Contacts for Trade and Investment-Related Issues

Department of State

Business Affairs	—Mr. Sandra W. Jackson	(202) 647-1625
Investment Affairs	—Mr. Wesley Scholz	736-4247
Development Finance	—Mr. Paul Reid	647-9426
Economic Sanctions Policy	—Mr. Brian Mohler	647-5673
Trade Policy	—Mr. William E. Craft	647-1310

Information about specific countries is available from Department country desk officers. Telephone numbers may be obtained from the front of the Department telephone book or from the U.S. Government Operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

Department of Commerce

Deputy Assistant Secretary for Services	—Mr. Graham Whatley, Actg.	(202) 482-5261
Country Marketing:		
Western Europe	—Mr. Peter Hale	482-5341
Eastern Europe and Soviet Affairs	—Ms. Suzanne Lotarski	482-1104
Central and Eastern Europe Business Information Center (CEEBC)	—Int'l Trade Specialist	482-2645
Russia and Newly Independent States: Business Information Services for the Newly Independent States (BISNIS)		482-4655
Africa	—Mr. Gerald Feldman	482-4927
Near East	—Mr. Thomas Parker	482-1860
South Asia	—Mr. John Anderson	482-5228
Mexico	—AMERIFAX	482-0300
Latin America and Caribbean Basin	—Mr. Walter Bastian	482-2436
People's Republic of China and Hong Kong	—Mr. Donald Forest	482-5527
Japan—Ms. Marjorie Searing		482-4527
Office for Service Industries and Finance	—Mr. Graham Whatley, Actg.	482-5261
Publications—Intl. Trade Adm.	—Mr. Thomas Witherspoon	482-5487
Foreign Commercial Service	—Ms. Dolores F. Harrod	(202) 482-6228
Export Licensing Information		(202) 482-4811

U.S. Trade and Development Agency

(feasibility studies and other planning services) —Ms. Carol Stillwell (703) 875-4357

Definitional Missions —Ms. Della Glen (703) 875-4357
Trade Information 1-800-USATRADE

Defense Trade Controls:

For exporting licensing information on munitions, or technology “uniquely” designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

Agency for International Development

Business Relations (OSDBU) —Mr. Ivan Ashley (703) 875-1551
Center for Trade & Investment Services —Ms. Deborah Diaz (202) 663-2660 (local)
(800) 872-4348

Overseas Private Investment Corporation

Export-Import Bank —Information Officer (202) 336-8799
—Ms. Judith Nath, Acting (202) 565-3200

Small Business Administration

Office of International Trade —Ms. Eileen Cassidy (202) 205-6720

U.S. Trade Representative

—Ms. Phyllis Shearer-Jones (202) 395-6120

Information about international trade and investment opportunities is also available electronically. Following are some useful websites for accessing such information:

- Access the United Nations Trade Point Development Center (UNTPDC) at <http://www.unicc.org/untpdc/welcome.html>
- PANGAEA.NET(tm) is a commercially-operated Global Business Information and Communications Resource Center. For information and news, access <http://www.pangaea.net>
- For those interested in the Eastern European market, e-mail info@TradeNet.org

Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the “Country Team,” takes the lead in promoting U.S. trade and investment in 272 diplomatic and consular establishments in over 160 foreign countries. The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

The Office of the Coordinator for Business Affairs (E/CBA) creates dynamic partnerships with the American business community to promote U.S. economic growth, democratic values and international security in a global economy. In so doing CBA supports the Department’s understanding of, and service to U.S. business by:

Building Bridges with American Companies and Associations

- arrange high-level discussions between State Department officials and U.S. businesses
- conduct outreach to trade associations and industry groups on international issues
- facilitate U.S. business involvement in multilateral and bilateral economic initiatives

Advocating American Business Interests in the Foreign Policy Process

- champion U.S. business interests within the State Department
- coordinate advocacy with the Department of Commerce and other USG agencies
- organize and sponsor training sessions for State Department officers on important commercial advocacy and business promotion issues
- review and update USG advocacy guidelines to reflect international business trends
- provide guidance to Ambassadors facing particularly complex advocacy cases
- promote anti-corruption conventions and transparency as “best business practice” and as a tool for political and economic reforms for attracting U.S. business

Sharing Lessons Learned to Advance U.S. Trade and Investment

- highlight success stories to Congress and the media through State-by-State fact sheets
- encourage greater recognition and promotion of Cobb Award nominees and recipients

- serve as secretariat for the *Ambassadors Business Council* (former Chiefs of Mission)
- regular dialogue with commercial coordinators to enhance bureau outreach to business
- visit the field to survey success in action and share lessons learned elsewhere

Supporting Post-Initiated commercial Activities

- build business support and interest in post-sponsored reverse trade missions and initiatives
- provide *Business Facilitation Incentive Fund* grants to non-FCS posts in support of innovative business promotion activities
- offer information and technical advice on potential speakers, industry participants, possible venues, topics, multiplier organizations, etc. (Phone: (202) 647-1625).

Embassies and Consulates overseas are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS) are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in over 100 countries with smaller markets where USFCS personnel are not present. The important point is 'nat in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The Regional Bureaus, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and Pacific Affairs. Country "desk officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875-6822).

Publications: The Department produces various publications of interest to minority business, including *Key Officers of Foreign Service Posts: A Guide for Business Representatives* and *A Guide To Doing Business With the Department of State*.

Commercial Posts of the Department of State (Posts With No FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

Angola, Luanda	Malawi, Lilongwe
Benin, Cotonou	Mali, Bamako
Botswana, Gaborone	Mauritania, Nouakchott
Burkina Faso, Ouagadougou	Mauritius, Port Louis
Burundi, Bujumbura	Mozambique, Maputo
Cameroon, Yaounde	Namibia, Windhoek
Cape Verde, Praia	Niger, Niamey
Central African Republic, Bangui	Rwanda, Kigali
Chad, N'Djamena	Senegal, Dakar
Congo, Brazzaville	Sierra Leone, Freetown
Djibouti, Djibouti	Somalia, Mogadishu
Equatorial Guinea, Malabo	Sudan, Khartoum
Eritrea, Asmara	Swaziland, Mbabane
Ethiopia, Addis Ababa	Tanzania, Dar es Salaam
Gabon, Libreville	The Gambia, Banjul
Ghana, Accra	Togo, Lome
Guinea, Conakry	Uganda, Kampala
Guinea-Bissau, Bissau	Zaire, Kinshasa
Lesotho, Maseru	Zambia, Lusaka
Liberia, Monrovia	Zimbabwe, Harare
Madagascar, Antananarivo	

Latin America

Bahamas, Nassau	Jamaica, Kingston
Barbados, Bridgetown	Netherlands Antilles, Curacao
Belize, Belize City	Nicaragua, Managua
Bolivia, La Paz	Paraguay, Asuncion
El Salvador, San Salvador	Suriname, Paramaribo
Guyana, Georgetown	Trinidad & Tobago, Port of Spain
Grenada, St. George's	Uruguay, Montevideo
Haiti, Port-au-Prince	

Near East/South Asia

Afghanistan, Kabul
Bahrain, Manama
Lebanon, Beirut
Nepal, Kathmandu
Oman, Muscat
Qatar, Doha

Bangladesh, Dhaka
Jordan, Amman
Sri Lanka, Colombo
Syria, Damascus
Tunisia, Tunis
Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan
Burma, Rangoon
Cambodia, Phnom Penh
Fiji, Suva
Laos, Vientiane
Marshall Islands, Majuro
Micronesia, Federated States of
Kolonias

Mongolia, Ulaanbaatar
Palau, Koror
Papua New Guinea, Port Moresby
Solomon Islands, Honiara
Western Samoa, Apia

Europe

Albania, Tirana
Bermuda, Hamilton
Croatia, Zagreb
Cyprus, Nicosia
Estonia, Tallinn
Finland, Helsinki
Iceland, Reykjavik

Latvia, Riga
Lithuania, Vilnius
Luxembourg, Luxembourg
Macedonia, Skopje
Malta, Valletta
Slovak Republic, Bratislava
Slovenia, Ljubljana

New Independent States

Armenia, Yerevan
Azerbaijan, Baku
Belarus, Minsk
Georgia, Tbilisi

Kyrgyzstan, Bishkek
Moldova, Chisinau
Tajikistan, Dushanbe
Turkmenistan, Ashgabat

Section E

- **Other Department of State and Government
Subscriptions/Publications**

☐ **YES,** enter my order as follows:

Qty.	Stock Number	Title	Price Each
	044-000-02532-9	A Guide to Doing Business with the Dept. of State	\$5.00
Total For Publications			

Qty.	List ID	Title	Price Each
	COBD	Commerce Business Daily	\$275.00
	DIPL	Diplomatic List	12.00
Total For Subscriptions			
Total Cost of Order			

Prices include regular domestic postage and handling and are subject to change. International customers please add 25%.

(Company or personal name) (Please type or print)

(Additional address/attention line)

(Street address)

(City, State, Zip code)

(Daytime phone with area code)

(Purchase order number)

For privacy protection, check the box below:

☐ Do not make my name available to other mailers

Check method of payment:

☐ Check payable to the Superintendent of Documents☐ GPO Deposit Account

--	--	--	--	--	--	--

 -

--

 VISA  MasterCard  Discover/NOVUS

[illegible]

____ (expiration date)

Thank you for your order!

(Authorizing signature)

2/00

Mail To:

Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954

Important: Please include this completed order form with your payment.

**Charge
your
order.
It's
easy!**



**Fax
orders to
(202)
512-2250**

**Phone
orders to
(202)
512-1800**



Electronic Services

EC/EDI Fact Sheet (The Basics)

What is Electronic Commerce (EC)?

Electronic Commerce (EC) is the paperless exchange of business information, using Electronic Data Interchange (EDI), electronic mail, electronic bulletin boards, electronic funds transfer, and other similar technologies.

What is Electronic Data Interchange (EDI)?

Electronic Data Interchange (EDI), a major part of Electronic Commerce (EC), is the computer-to-computer exchange of business data in a standardized format.

What are the major benefits of EDI?

- Increased business opportunities through wider diffusion of procurement information;
- Improved quality through improved record-keeping, fewer errors in data, reduced processing delays, less reliance on human interpretation of data, and minimized unproductive time;
- Greater competition and reduced prices;
- Savings from reduction of inventories, mailroom sorting/distribution time, elimination of lost documents, and reduction of postage and other mailing costs;
- Reduced order time; and
- Better and more up-to-date information for management decisionmaking.

What is necessary to begin using EDI?

Should you intend to become fully EDI-capable, you will need a personal computer, a modem, ANSI X12 compliant EDI translation software or access to an EDI translation service, EDI implementation conventions, and a subscription to a Value Added Network (VAN).^{*} However, should you opt not to become fully EDI-capable, it is possible for you to exchange EDI transactions with the Government through the use of services provided by Value Added Service (VAS) providers. Such services (EDI-to-Fax, for example) allow you to participate in the Government EDI-based acquisition efforts without investing in EDI-related computer hardware and software.

^{*}**VAN price and services list can be found on the Internet at:**
<http://www.state.gov> (there is a link to the San Antonio ECRC)

Further, you will need to secure the following unique identification numbers for your business:

- DUNS number assigned by Dun and Bradstreet, 1-800-333-0505;
- CAGE code assigned by the Defense Logistics Service Center if you intend to do business with the Department of Defense; 616-961-4955; if you currently do business with DoD, you should already have a CAGE code;
- Tax Identification Number (TIN) assigned by the Internal Revenue Service, 1-800-829-1040.

What are some sources of information on EC/EDI?

Data Interchange Standards Association (DISA), the ANSI X12 Secretariat, 703-548-7005; ANSI X12 standards-related, membership, training, and conference information. Internet World Wide Web access via <http://www.disa.org>. ANSI X12 standards published by DISA may be obtained through EDI Support Services, 1-800-334-4912.

Defense Technical Information Center (DTIC); provides full and executive summary versions of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in electronic form. Internet World Wide Web access via <http://www.dtic.dla.mil> and via anonymous ftp at [asc.dtic.dla.mil](ftp://asc.dtic.dla.mil).

DoD Electronic Commerce Information Center, 1-800-EDI-3414; EC/EDI information packet, and other information. Internet World Wide Web access via http://www.acq.osd.mil/ec/ecic_hpg.html.

EDI World, 305-925-5900; a monthly industry magazine that contains information on EDI industry trends, user groups, conferences and seminars, and other information. An annual subscription cost is \$29.95.

Electronic Commerce Resource Centers; contact the Electronic Commerce Information Center for further information on one in your area.

Federal Electronic Commerce Acquisition-Program Management Office (ECA-PMO), 703-681-0369; Federal implementation conventions, Streamlining Procurement Through Electronic Commerce, and other related information. Internet World Wide Web access via <http://www.gsa.gov/ecapmo.htm> and <http://snad.ncsl.nist.gov/dartg/edi/fededi.html>, and FTP access via [ds.internic.net](ftp://ds.internic.net).

FedWorld BBS, a computer Bulletin Board System (BBS), 703-321-8020; provides documents related to EDI, including Streamlining Procurement Through Electronic Commerce. Internet World Wide Web access via <http://www.fedworld.gov>.

Government Printing Office (GPO), 202-512-0132; provides the full report version of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in paper form; stock number 008-000-00643-1.

National Technical Information Service (NTIS), 703-487-4650; publishes *Federal Information Processing Standards Publication* (FIPS PUB) 161, NTIS Accession number SIPSPUB161-1, \$12.50. The Federal Government's intent to use ANSI X12 standards for EDI is documented in this standard.

Phillips Publishing International, 1-800-777-5006; publisher of *EDI Yellow Pages*, a directory of EDI products and services.

Premenos Corporation; provides ANSI X12 and UN/EDIFACT standards in electronic form. Internet World Wide Web access via <http://www.premenos.com>.

Procurement Technical Assistance Centers (PTACs); Government and privately funded organizations dedicated to helping small companies do business with the Federal Government. Call the Electronic Commerce Information Center for a list of PTACs in your area. For companies that are not currently DoD contractors, but who wish to do business with the DoD in the future, the PTACs can also serve as Government sponsors for them to obtain a CAGE code.

SBA Online, a computer Bulletin Board System, 800-697-4636; EC/EDI-related information, including EDI, A Guide to Translation Software. Internet World Wide Web access via <http://www.sbaonline.sba.gov>.

The following is a list of Centers that offer assistance to businesses interested in becoming EDI capable. Operating under DoD sponsorship, the centers serve all qualified business and government personnel. Services are provided either free or for a minimal fee.

Electronic Commerce Resources Centers (ECRCs)

Atlanta, GA	(404) 894-9514	robert.fulton@me.gatech.edu
Bremerton, WA	(206) 478-0333	wilson@ctc.com
Cleveland, OH	(800) 991-3272	kent.kemmerer@camp.org
Dayton, OH	(513) 449-6060	jhoman@cole.sinclair.edu
Fairfax, VA	(703) 691-1507	byoung@ecrc.gmu.edu
Johnstown, PA	(800) 231-2772	michalec@ctc.com
Oakland, CA	(510) 748-6850	shaw@ctc.com
Orange, TX	(409) 882-3950	pdewitt@ecrc.kbsi.com
Palestine, TX	(800) 209-2772	mikelabeau@ptxecrc.com
San Antonio, TX	(210) 732-1141	butch@saecrc.org
Scranton, NY	(800) 572-3272	linnm1@lion.uofs.edu

FAR on CD-ROM

The Federal Acquisition Regulation (FAR) on CD-ROM can be obtained from the Government Printing Office (GPO) for \$80. Updates are sent out quarterly or when changes occur. The stock number is 722-009-0000O2. Make your check, money order, or credit card payable to the Superintendent of Documents. The mailing address is U.S. GPO, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250. The telephone number is (202) 512-1800.

Foreign Affairs on the Internet

The Department of State Foreign Affairs Network (DOSFAN) is now on the Internet, providing global access to official U.S. foreign policy information—speeches, statements, and testimony by the President, Secretary of State, and other senior officials; plus Dispatch and Background Notes on countries and international organizations; congressional reports on trade practices; human rights, terrorism, narcotics control, and other subjects; daily briefing transcripts; directories of key officers at foreign service posts; travel information; and much more. Developed in collaboration with the University of Illinois at Chicago (UIC), DOSFAN is accessible on the Internet at the following site:

Department of State Web Page: <http://www.state.gov>

DOSFAN is updated daily. For more information about DOSFAN,
contact: john.a.shuler@uic.edu. or by telephone at 312-996-2738.

Department of State Telephone Directory: GOPHER:dosfan.lib.uic.edu (contacts and telephone numbers).

U.S. Missions Online

To support its relations with other countries and international organizations, the United States maintains diplomatic and consular posts around the world. In most countries with which it has diplomatic relations, the U.S. maintains an embassy, which usually is located in the host country capital. The U.S. also may have consulates or consulates general in other large commercial centers or in dependencies of the country. The U.S. missions listed below may be accessed from http://www.State.gov/www/regions_missions.html

Sub-Saharan Africa (AF)

Botswana
Mauritius
Zambia

East Asia and the Pacific (EAP)

Australia
China
 Hong Kong (Consulate General)
Indonesia
Japan
 Fukuoka (Consulate)
 Osaka/Kobe (Consulate General)
Malaysia
Singapore
Thailand

Western Hemisphere (WHA)

Barbados
Brazil
Chile
Colombia
Costa Rica
Mexico
Nicaragua
Peru
Uruguay

Mid-East and North Africa (NEA)

Egypt
Qatar
United Arab Emirates

Europe (EUR)

Austria
Belgium
Bulgaria
Canada
Croatia
Cyprus
Denmark
Estonia
Finland
France
Germany
 Hamburg (Consulate General)
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Romania
Serbia-Montenegro
Spain
Sweden
Switzerland
Turkey
United Kingdom

U.S. Missions Online, Continued

South Asia (SA)

Bangladesh

Nepal

New Independent States of the former Soviet Union (S/NIS)

Azerbaijan

Georgia

International Organizations

U.S. Mission to the European Union (Brussels, Belgium)

U.S. Mission to the United Nations (New York, New York)

U.S. Mission to the United Nations (Geneva, Switzerland)

U.S. Mission to NATO (Brussels, Belgium)

Some Useful Internet Addresses

LAWS, REGS, AND OTHER RELATED DOCUMENTS

INTERNET ADDRESS

ACQUISITION REFORM

NETWORK (ARNET)

CBD NET

CODE OF FEDERAL REGULATIONS

COMPTROLLER GENERAL DECISIONS

<http://www.arnet.gov>

<http://cbdnet.gpo.gov>

<http://www.law.cornell.edu/regs.html>

<http://www.gao.gov/decisions/decision.thm>

DEBARRED BIDDERS LIST <http://www.supply.dla.mil/>

DFARS

<http://www.dtic.mll/dfars/>

DUNS REPORT

<http://www.dbisna.com/dbis/product/secure.htm>

EXECUTIVE ORDERS

<http://library.whitehouse.gov/?request=ExecutiveOrder>

FEDERAL ACQ. REGS.

<http://www.gsa.gov/far/>

<http://www.govcon.com/>

http://www.fedmarket.com/far_indx.html

<http://law.house.gov/7.htm>

FEDERAL REGISTER

FEDERAL STATISTICS AND

OTHER USEFUL INFO (OMB)

<http://www.fedstats.gov> (includes federal budget)

LEGISLATIVE INFORMATION

ON THE INTERNET

OMB CIRCULARS

<http://thomas.loc.gov/>

<http://www.whitehouse.gov/WH/EOP/omb>

SUPREME COURT DECISIONS

<http://www.law.cornell.edu/supct/supct.table.html>

THOMAS REGISTER

<http://www.thomasregister.com>

UNIFORM COMMERCIAL CODE

<http://law.cornell.edu/uniform/ucc.html>

UNITED STATES CODE

<http://www.gwjapan.org/html/uscode.html>

U.S. HOUSE OF REPRESENTATIVES

LAW LIBRARY

<http://law.house.gov/1.htm>

OTHER USEFUL INFORMATION

FEDERAL AGENCY OFFICES OF SMALL AND DISADVANTAGED BUSINESS

GAO
GPO
GSA

Info on House of Representatives
Small Business Committee

INTERNATIONAL TRADE

INTERNET PROVIDERS LIST OF DOD-CERTIFIED VALUE-ADDED NETWORK PROVIDERS (for FACNET)

NASA FEDERAL JUMPSTATION

NATIONAL TECHNOLOGY TRANSFER CENTER

NCMA PROCUREMENT TECH.

ASSISTANCE CTRs. (PTACs)

SMALL BUSINESS ADMINISTRATION

U.S. AGENCY FOR

INTERNATIONAL DEV. (AID)

U.S. DEPT. OF STATE

INTERNET ADDRESS

See Section B for Internet Addresses

<http://www.gao.gov>

<http://www.gpo.gov>

<http://www.gsa.gov>

<http://www.house.gov>

<http://www.ita.doc.gov>

[http://www1.usa1.com~ibnet/
intorghp.html](http://www1.usa1.com~ibnet/intorghp.html)

<http://thelist.com/>

<http://saecrc.org>

[http://procure.msfc.nasa.gov/fedproc/
home.html](http://procure.msfc.nasa.gov/fedproc/home.html)

<http://www.nttc.edu>

<http://www.ncmahq.org>

<http://www.rcacwv.com>

<http://www.sbaonline.sba.gov>

[http://www.info.usaid.gov/business/
\(public affairs info\):](http://www.info.usaid.gov/business/) <http://>

www.state.gov.

(acq. home pg): <http://>

[www.statebuy.inter.net/ home.htm](http://www.statebuy.inter.net/home.htm)

UNIVERSITY OF FLORIDA
A Guide to Doing Business with
S 1.40/2:B 96/2000



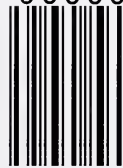
3 1262 20022149 6

ISBN 0-16-050291-8



9 780160 502910

90000



FLARE



31262200221496

